

Safety Questionnaire Admissions Review Policy

Subject	Admissions Review of Students Disclosing Behavioral Concerns
Revised	June 2014 VPSS Policy; December 2025
Web Link	https://www.montana.edu/policy/safety_questionnaire.html
Effective Date	December 2025
Review Date	December 2028
Responsible Party	Vice President for Student Success

Table of Contents

[100.00 Introduction and Purpose](#)

[200.00 Required Disclosures](#)

[300.00 Review Process](#)

[400.00 Appeals](#)

[500.00 Applicant Records](#)

100.00 Introduction and Purpose

Montana State University is committed to fostering a safe, supportive, and inclusive environment where all members of the University community have the opportunity to succeed. In keeping with Montana Board of Regents Policy 301, the University may deny or condition admission, readmission, or continued enrollment for individuals who present an unreasonable risk to the safety and welfare of the campus community.

The Safety Questionnaire Admissions Review Policy ensures that all applicants receive a fair, thoughtful, and individualized review of any circumstances that may affect their ability to fully participate in campus life, while also protecting the safety of others. The policy is not intended to be punitive, but rather to balance safety with student opportunity and success.

200.00 Required Disclosures

As part of the enrollment process (including undergraduate, graduate, and returning students), applicants are asked to complete the University's safety questionnaire. If an applicant discloses a matter of concern, they may be asked to provide additional context through a supplemental questionnaire and review process. Applicants are expected to answer honestly and provide any information about the circumstances surrounding any prior criminal, disciplinary, or other incidents they disclose. This may include explanations of the situation, steps taken since the event, or resources they have used, so that the University can fairly evaluate their application and identify any supports that may help with a successful transition to MSU. The University may request additional information or clarification, or schedule a meeting with the applicant, if needed to obtain additional information.

Providing false or incomplete information may result in denial of admission or referral to the Office of the Dean of Students for possible action under the Code of Student Conduct.

300.00 Review Process

The Safety Questionnaire Review Committee, chaired by the Dean of Students (or designee), reviews applications in which disclosures are made. The Committee may include representatives from relevant University offices, such as University Student Housing, the Registrar, University Police, the Graduate School, and Campus Civil Rights. The Committee may also consult with other University officials where appropriate.

In its review, the Committee considers:

- The applicant's completed application, supplemental questionnaire, and supporting documentation; and
- Any other information necessary for a fair and informed decision.

The Committee evaluates these materials to determine any potential impacts to the safety and security of the campus community, as well as the applicant's ability to enroll and succeed at the University.

The Committee shall issue a written decision regarding the applicant's admission and provide a copy of the decision to the applicant and relevant University officials. Possible outcomes include:

- Approval without restrictions – admission or enrollment proceeds as normal.
- Approval with restrictions – admission is granted with supportive measures designed to promote success and ensure the safety of the campus community (such as limited housing options, success planning meetings, conduct probation, ongoing check-ins, and other measures where appropriate).
- Denial of admission – admission enrollment is not approved.

400.00 Appeals

Applicants who disagree with a decision made as part of the safety questionnaire review process may appeal, provided it meets the criteria for appeal identified below, by submitting a written letter of appeal to the Vice President for Student Success within five (5) business days of receipt of the Committee's decision.

Appeals must be based on one or more of the following grounds:

- 1) Procedural Error. The student's application was denied due to an error in the safety questionnaire review process, which substantially affected the student's ability to receive a proper review of their application. A summary of this violation and its potential impact must be included in their appeal.
- 2) New information, unavailable during the original application review, has been discovered that could substantially impact the original decision. A summary of this new information and its potential impact must be included in the letter of appeal.

The appeal must include: i) the issue on appeal; ii) a detailed summary of the pertinent facts fulfilling the above criteria for appeal; iii) the substantive reason(s) the applicant disagrees with the decision; and iv) the applicant's desired outcome.

If the appeal is accepted, the Vice President for Student Success shall have discretion to request additional documents and information from the applicant or other relevant University officials. If the appeal is not accepted because it does not fulfill one of the criteria identified above or for any other valid reason, the applicant will be notified in writing within ten (10) business days of receipt of the request for appeal.

Upon acceptance of the appeal, the Vice President of Student Success shall render a written decision within fifteen (15) business days from acceptance of the appeal. The written decision shall identify the issue on appeal and the basis for any determination. The Vice President of Student Success may remand the case to the Office of the Dean of Students with directions for further clarification or processing, overturn the decision, or render an alternative decision. A copy of the decision shall be sent to the applicant and any relevant University officials.

The decision of the Vice President of Student Success shall be based solely on the record and relevant documentary evidence and is the final decision of the University in this matter.

500.00 Applicant Records

The Office of the Dean of Students shall maintain records related to the Safety Questionnaire Admissions Review. Relevant records and related information shall be made available to other University personnel who require such information to fulfill their official duties. Records will be maintained for the period required under applicable University policy.