



# GENERAL INFORMATION

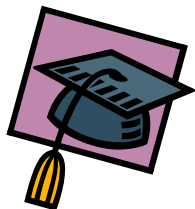
## Undergraduate Non-Degree Status -

The undergraduate non-degree status is designed to meet the needs of part-time students who do not wish to pursue a degree at Montana State University-Northern. Applicants for non-degree status must have earned a high school diploma or GED certificate. Due to the nature of the programs, Professional Teacher Education, Nursing, and Graduate courses are not available to students under this option. Non-degree status is not suitable for any person receiving financial aid or veteran's benefits. Transcripts are NOT required for undergraduate non-degree status.

**Graduate Studies -** Information on graduate programs may be obtained from the Office of Graduate Programs, Montana State University-Northern, P. O. Box 7751, Havre, MT 59501 or call 406-265-3509. All degree-seeking graduate students are encouraged to check with the Office of Graduate Programs regarding the status of their program. All degree-seeking students registering for graduate credit (500 or 600 level courses/workshops) must request that an **official** transcript showing a Bachelor's or higher degree be mailed by the issuing institution directly to the Office of Admissions, Montana State University-Northern, Havre, MT 59501 before admission to graduate studies is completed. Transcripts are not required for graduate students who are not seeking a degree at MSU-Northern.

**Admission to Teacher Education -** Students wishing to take courses that require admission to Teacher Education must have approval from the Dean of Education before registering for those classes. Transfer students and new students are subject to this regulation.

**Credit Loads - UNDERGRADUATE -** The normal undergraduate credit load is 18 semester credits for the summer. Students whose cumulative GPA falls within the limits listed below may take more credits depending on their GPA.



Students whose grade point average is below 2.00 may not exceed 12 credits in the summer. Students must petition to exceed these limitations. Final decision will be made by the Admissions and Standards Committee.

CUMULATIVE GPA...MAXIMUM CREDITS	
3.00 or above	22
2.50-2.99	20
2.00-2.49	18
Below 2.00	12

**Students on Scholastic Probation may not exceed 12 credits.**

**GRADUATE -** The normal graduate credit load may not exceed 15 semester credits for the summer, with a maximum of nine credits for one half session. Students must petition to exceed these limitations. Final decision will be made by the Graduate Council.

**Class/Workshop Attendance -** Each student is responsible for attending all classes/workshops regularly. Individual professors may establish attendance policies. A professor may give the student a grade of "F" for an excessive number of unexcused absences or failure to attend all days of a workshop, but a professor may not withdraw a student from a class or workshop.

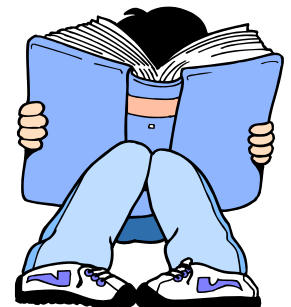
**Application for Graduation -** Students completing requirements for a degree at the end of Summer Semester 2011 should have their Graduation papers on file in the Registrar's Office by July 18, 2011. There are no summer commencement exercises but candidates who complete graduation requirements during the summer of 2011 may participate in regular commencement exercises May 5, 2012 (tentative).

**Grade Reports - All grades for Summer Session will be processed at the end of the summer session in August.** This includes all summer session courses and workshops as well as continuing education courses and workshops. **Grade reports WILL NOT be mailed.** You may check your grades on MSU-Northern's web site or send a self addressed, stamped envelope to MSU-Northern Registrar's Office, P.O. Box 7751, Havre, MT 59501.

**Courses May Be Changed or Canceled -** Since Montana State University-Northern reserves the right to add or delete courses/workshops from its offerings and to change times and locations, the listings of courses/workshops contained in this schedule are by way of announcement only and are not to be regarded as offers of contract. Early registration and fee payment is encouraged. Registration by mail does not necessarily guarantee enrollment in any course or workshop; however, early registration will improve ones' chances of getting the classes selected. Montana State University-Northern reserves the right to cancel courses and workshops due to low enrollment.

**ADDING AND DROPPING CLASSES AND WORKSHOPS**  
Students who wish to add or drop classes or workshops may use the WEB or complete forms and procedures available in the Registrar's Office. Failure to complete specified forms and procedures will result in the failure of the action sought. Grades for all dropped classes will be determined by the Add/Drop policy published in the University catalog. Financial obligations for added or dropped classes will be determined by policies determined and published by the Office of Fiscal Affairs.

**WITHDRAWALS/REFUNDS**  
**Withdrawals/Refunds -** Students should obtain an "Official Withdrawal" form from the Registrar's Office or send **notification in writing** to the Registrar's Office requesting to be withdrawn. Students who withdraw from college are refunded fees according to Board of Regents policy. Refunds are calculated as of the day the student **officially** withdraws from college and NOT from the last day of class attendance. In all instances the \$30 Registration Fee is non-refundable (See chart on page 22).





# GENERAL INFORMATION cont.

**Workshop Refunds** - "Official withdrawal" before or on the first day of the workshop - 100% refund  
Withdrawal after first day of workshop - No refund

**Changes in Credit Load** – Students adding classes after payment of fees may be required to pay additional fees. Students dropping classes (but not withdrawing from all classes) will receive refund on classes dropped according to the refund schedule on page 22.

## DISCLAIMER

The information contained in this document is believed to be accurate at the time of publication. However, the University does not represent it to be completely without error. The University reserves the right, **AT ANY TIME AND WITHOUT NOTICE**, to change information contained in this document, and to publish corrections thereto.

## AA/EEO STATEMENT

Montana State University-Northern does not discriminate on the basis of race, color, national origin, sex, marital status, sexual orientation or preference, age, religion, creed or political belief, mental or physical disability, or status as a Vietnam era or disabled veteran in admission, access to, or conduct of its educational programs and activities and in its employment policies and practices. Inquiries or complaints should be directed to the Office of Employee Relations, Montana State University-Northern, P.O. Box 7751, Havre, MT 59501. Telephone: 406-265-4147; FAX: 406-265-3530; e-mail: hr@msun.edu



## ANNUAL NOTIFICATION OF PRIVACY RIGHTS: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights are:

### 1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the registrar, dean, or head of the academic department, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the University official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

### 2. The right to request amendment of education record(s) the student believes is inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

### 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on

the Board of Regents; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

### 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

In accordance with the **Family Educational Rights and Privacy Act of 1974, as amended**, the Registrar of Montana State University-Northern may disclose directory information from the education record of a student who is or has been in attendance at Montana State University-Northern. The following information is considered by Northern to be public in nature: (1) Name, (2) Address, (3) Telephone Number, (4) Year in School, (5) Major, (6) Scholarships awarded, (7) Degrees conferred, (8) Honors granted. However, the student has the right to refuse to permit the Registrar to disclose the above information. If the student does not want to have directory information released, he/she must notify the Registrar in writing or complete the Privacy Rights Request form. The student is herewith notified:

1. If the student requests information private, the University will not even acknowledge the student's enrollment to third parties, except in cases otherwise provided for, such as written requests for transcripts and releases to other school officials.

2. Emergency messages will not be taken for and relayed to the student (life and death situations excepted).

3. The student's name will not appear on any lists released to third parties, including honor rolls, press releases, graduation programs or any other publications.

4. This is an "all or nothing" policy. The student may not select certain information or certain circumstances for non-disclosure.

**For clarification, contact the Registrar's Office located in Cowan Hall.**