

## Consumer Information Directory

The Montana State University – Northern Information Directory is designed as a quick reference tool for school personnel, prospective students and their families and other consumers. It is updated annually by the Financial Aid Office.

Contact us by phone, email or fax:

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General Institutional Information					
Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
<b>Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA)</b>					
<b>FERPA rights</b>	Parents of students currently in attendance or eligible students currently in attendance	Annually	<a href="https://www.msun.edu/parents/ferpa.aspx">https://www.msun.edu/parents/ferpa.aspx</a> <a href="https://www.msun.edu/registrar/docs/Fall2019-RegistrationGuidelines.pdf">https://www.msun.edu/registrar/docs/Fall2019-RegistrationGuidelines.pdf</a>	Registrar x 3703 Financial Aid x 3787	2020
<b>Facilities and Services for Students With Disabilities</b>					
<b>Services and facilities for students with disabilities</b>	Enrolled and prospective students	Information must be readily available	<b>Northern Catalog Student Handbook</b> <a href="https://www.msun.edu/stuaffairs/disabilityserv/">https://www.msun.edu/stuaffairs/disabilityserv/</a>	Student Support x 3783 Johnna Antonich x3783	2020
<b>Student Diversity</b>					
<b>Diversity of student body</b>	Enrolled and prospective students	Upon request	<b>Enrollment by Race and Gender Report</b>	Institutional Research	2020

			<a href="https://www.msun.edu/ir/">https://www.msun.edu/ir/</a>		
<b>Diversity of student body for Pell Grant recipients</b>	Enrolled and prospective students	Upon request	<b>Enrollment by Race and Gender of students receiving Pell Grants</b>  <a href="https://www.msun.edu/ir/">https://www.msun.edu/ir/</a>	Institutional Research	2020

### General Institutional Information

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<b>Price of Attendance</b>					
<b>Cost of attending the institution</b>	Enrolled and prospective students	Information must be readily available	<a href="http://www.msun.edu/finaid/tuitfees.aspx">http://www.msun.edu/finaid/tuitfees.aspx</a>	Business Services x 3733	2020
<b>Net Price Calculator</b>					
<b>Net Price Calculator</b>	Enrolled and prospective students, their families, and other consumers	On-going	<a href="http://www.msun.edu/finaid/tuitcalc.aspx">http://www.msun.edu/finaid/tuitcalc.aspx</a>	Financial Aid Office x3787	2019
<b>Refund policies</b>					
<b>Refund policies</b>	Enrolled and prospective students	Information must be readily available	<a href="https://www.msun.edu/busser/v/dates.aspx">https://www.msun.edu/busser/v/dates.aspx</a>	Business Services x 3733 Financial Aid x 3787	2020

			<a href="https://www.msun.edu/finaid/docs/2018-2019FinancialAidInfoFlyer.pdf">https://www.msun.edu/finaid/docs/2018-2019FinancialAidInfoFlyer.pdf</a>		
<b>Official withdrawal procedures</b>	Enrolled and prospective students	Information must be readily available	<a href="http://catalog.msun.edu/financial-aid/">http://catalog.msun.edu/financial-aid/</a>  <a href="https://www.msun.edu/finaid/policies.aspx">https://www.msun.edu/finaid/policies.aspx</a>	Registrar x 3703 Financial Aid x 3787 Business Services x 3733	2020
<b>Return of Title IV requirements</b>	Enrolled and prospective students	Information must be readily available	<a href="https://www.msun.edu/finaid/policies.aspx">https://www.msun.edu/finaid/policies.aspx</a>	Business Office x 3703 Financial Aid x 3787	2020

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<b>Textbook Information</b>					
<b>Textbook cost savings programs</b>	Enrolled students	Institution is encouraged, not required, to disseminate information	Textbook pricing is available online through the Northern website. Student may access the link at <a href="http://bookstore.msun.edu/u/">http://bookstore.msun.edu/u/</a>	Bookstore x 3728	2020
<b>Text Book Pricing Info</b>	Enrolled students	Each academic period	Textbook pricing is available online through the Northern website. Student may access the link at <a href="http://bookstore.msun.edu/u/">http://bookstore.msun.edu/u/</a>	Bookstore x 3728	2020
<b>Educational Program/Instructional Facilities/Faculty</b>					
<b>Academic programs, facilities, and instructional personnel</b>	Enrolled and prospective students	Information must be readily available	<a href="http://catalog.msun.edu/">http://catalog.msun.edu/</a>	Registrar x 3703 Admissions x 3704	2020
<b>Course schedule information</b>	Enrolled and prospective students	Upon request	<a href="http://msun.edu/registrar/catalogs.aspx">http://msun.edu/registrar/catalogs.aspx</a>	Registrar x 3703 Admissions x 3704 Advising x 3760	2020
<b>Transfer of Credit Policies and Articulation Agreements</b>					
<b>Transfer credit policies</b>	Enrolled and prospective students	Information must be readily available	<a href="http://www.msun.edu/admissions/transfer.aspx">http://www.msun.edu/admissions/transfer.aspx</a> <a href="http://www.msun.edu/registrar/transfer_agreements.aspx">http://www.msun.edu/registrar/transfer_agreements.aspx</a>	Registrar x 3703 Admissions 3704	2020

<b>Articulation Agreements</b>	Enrolled and prospective students	Information must be readily available	<a href="http://msun.edu/registrar/transfer_agreements.asp">http://msun.edu/registrar/transfer_agreements.asp</a> <a href="#">x</a>	Provost x 3726	2020
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<b>Accreditation, Approval and Licensure of Institution and Programs</b>					
<b>Accreditation and licensing of the institution</b>	Enrolled and prospective students	Information must be readily available	<a href="http://www.msun.edu/provost/accreditation.aspx">http://www.msun.edu/provost/accreditation.aspx</a>	Registrar Office x 3703 Provost Office x 3726	2020
<b>Foreign gifts or contracts with more than \$250,000 with a calendar year</b>	Department of Education and the public	Report to ED by the earlier of 1/31 or 7/31, after the receipt of the gift(s) or the contract date; must make the report available for public inspection and copying during business hours	N/A	N/A	
<b>Copyright Infringement-Policies and Sanctions/Computer Use and File Sharing</b>					
<b>Copyright and peer-to-peer file sharing issues</b>	Enrolled and prospective students	Information must be readily available	<a href="https://www.msun.edu/admin/policies/1300/1320.aspx">https://www.msun.edu/admin/policies/1300/1320.aspx</a>	Information Technology Services x3765	2020
<b>Student Activities</b>					

Grievance Policy			<a href="https://www.msun.edu/admin/policies/1000/1001-7-1.aspx">https://www.msun.edu/admin/policies/1000/1001-7-1.aspx</a>  Student Handbook <a href="http://www.msun.edu/deanse/docs/StudentHandbookPlanner2019-2020.pdf">http://www.msun.edu/deanse/docs/StudentHandbookPlanner2019-2020.pdf</a>	Dean of Students x 4113	2020
<b>Career and Job Placement Services</b>					
			<a href="http://www.msun.edu/career/">http://www.msun.edu/career/</a>	Career Center x 4198	2020
<b>General Institutional Information</b>					
<b>Disclosure</b>	<b>Disclosure Recipient</b>	<b>When disclose must be made</b>	<b>Location of Disclosure</b>	<b>Office Contact</b>	<b>Last Updated</b>
<b>Teacher Preparation Program Report</b>					
<b>Teacher Education Preparation Program Report</b>	Title II Report Card	Provide report to the general public	<a href="https://title2.ed.gov/Public/Report/StateHome.aspx">https://title2.ed.gov/Public/Report/StateHome.aspx</a>	Education Department x 3735	2020
<b>Teacher Education for College and Higher Education (TEACH Grant) Exit Counseling</b>	TEACH Grant recipients	Shortly before student ceases attendance, or within 30 days of leaving school. Withdrawing from a TEACH Grant eligible programs, or completing correspondence, or study abroad program	Does not apply to MSUN		

<b>TEACH Grant Initial Counseling</b>	First-time TEACH Grant recipients	Prior to first disbursement of first TEACH Grant	Does not apply to MSUN		
<b>TEACH Grant Subsequent Counseling</b>	Prior Teach GRANT recipients	Prior to first disbursement of each subsequent TEACH Grant	Does not apply to MSUN		
<b>Student Financial Assistance</b>					
<b>Available Financial Aid</b>	Enrolled and prospective students	Information must be readily available	<a href="https://www.msun.edu/finaid/aid.aspx">https://www.msun.edu/finaid/aid.aspx</a>	Financial Aid x 3787	2020
<b>State grant assistance</b>	All enrolled eligible student borrowers	Timely so borrower can apply for available state aid	<a href="https://www.msun.edu/finaid/aid.aspx">https://www.msun.edu/finaid/aid.aspx</a>	Financial Aid x 3787	2020
<b>Rights and responsibilities of financial aid recipients</b>	Enrolled and prospective students	Information must be readily available	<a href="https://www.msun.edu/finaid/policies.aspx">https://www.msun.edu/finaid/policies.aspx</a>	Financial Aid x 3787	2020
<b>Satisfactory Academic Progress (SAP)</b>	Enrolled and prospective students	Information must be readily available	<a href="http://msun.edu/finaid/policies.aspx">http://msun.edu/finaid/policies.aspx</a>	Financial Aid x 3787	2020
<b>General Institutional Information</b>					
<b>Disclosure</b>	<b>Disclosure Recipient</b>	<b>When disclose must be made</b>	<b>Location of Disclosure</b>	<b>Office Contact</b>	<b>Last Updated</b>
<b>Penalties for Drug Violations</b>	Enrolled students	Information provided to each student	<a href="http://msun.edu/finaid/policies.aspx">http://msun.edu/finaid/policies.aspx</a>	Financial Aid x 3787	2020
<b>Verification requirements</b>	Applicants selected for verification	Timely so applicant can complete verification by verification deadline	<a href="https://www.msun.edu/finaid/apply.aspx">https://www.msun.edu/finaid/apply.aspx</a>	Financial Aid x 3787	2020
<b>Student Loan Information</b>					

<b>Entrance Counseling-Direct Loans</b>	All “first-time” graduate PLUS borrowers and all “first-time” borrowers of Direct Subsidized Loan or Direct Unsubsidized Loan	Prior to first disbursement of loan proceeds	<a href="http://msun.edu/financialaid-loans.aspx">http://msun.edu/financialaid-loans.aspx</a>	Financial Aid x 3787	2020
<b>Exit Counseling-Title IV Loan Programs</b>	All student borrowers of a	Shortly before the borrower ceases at least half-time enrollment, or within 30 days of the borrower leaving school or completing correspondence or study abroad program	<a href="http://www.msun.edu/financialaid/exitcounseling.aspx">http://www.msun.edu/financialaid/exitcounseling.aspx</a>	Financial Aid x 3787	2020



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Disclosure	Disclosure Recipient	When disclose must be made	Location of Disclosure	Office Contact	Last Updated
<b>Institutional Code of Conduct</b>	All institutional employees and officers with Title IV loan responsibilities	Annually	<a href="http://msun.edu/finaid/CodeofConduct.aspx">http://msun.edu/finaid/CodeofConduct.aspx</a>	Financial Aid x 3787	2020
<b>Preferred lender list and disclosures</b>	Enrolled students and their families	For any year in which a preferred lender arrangement exists with a private education loan lender, must annually compile and make available.	Students are free to borrow from any lender they wish.	Financial Aid x 3787	2020
<b>Lender assistance in preparing educational counseling, financial literacy, or debt management materials</b>	Education loan borrowers	At time educational counseling, financial literacy, or debt materials provided	<a href="http://msun.edu/financialsuccess/">http://msun.edu/financialsuccess/</a>	Financial Aid x 3787	2020
<b>Code of Conduct if participate in Title IV loan program</b>	All institutional employees and officers with Title IV loan responsibilities	Annually	<a href="http://msun.edu/finaid/CodeofConduct.aspx">http://msun.edu/finaid/CodeofConduct.aspx</a>	Financial Aid x 3787	2020
<b>Code of Conduct if preferred lender arrangement</b>	All employees and officers of the institution and of institution-affiliated organization(s) with responsibilities with respect to private education loans	Annually	Students are free to borrow from any lender they wish.	Financial Aid x 3787	2020

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<b>Education loan disclosures if preferred lender arrangement exists</b>	Enrolled and prospective students and their families	Annually so students or their families can take the information into account before selecting a lender or applying for an education loan (see Federal Register, 7/28/09, p. 37439)	Students are free to borrow from any lender they wish.	Financial Aid x 3787	2020
<b>Private education loan disclosures if preferred lender arrangement exists</b>	Enrolled and prospective students and their families	Annually so students or their families can take the information into account before selecting a lender or applying for an education loan (see Federal Register, 7/28/09, p. 37439)	Students are free to borrow from any lender they wish.	Financial Aid x 3787	2020
<b>Private education loan disclosures if provide information about a private education loan from a lender to a prospective borrower</b>	Prospective private education loan borrower	When providing private education loan information from a lender so borrower can take the information into account before selecting a lender or applying for a private education loan	Students are free to borrow from any lender they wish.	Financial Aid x 3787	2020
<b>Preferred lender arrangement annual report</b>	ED, enrolled and prospective students and their families, and the public	ED: TBD Others: Upon request	Students are free to borrow from any lender they wish.	Financial Aid x 3787	2020

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<b>Code of conduct if preferred lender agreement</b>	All employees and officers of the institution and of institution-affiliated organization(s) with responsibilities with respect to private education loans	Annually	Students are free to borrow from any lender they wish.	Financial Aid x 3787	2020
<b>Preferred lender arrangements annual report</b>	ED, Enrolled and prospective students and their families	ED: TBD Others: Upon request	Students are free to borrow from any lender they wish.	Financial Aid x 3787	2020
<b>Direct Loan model disclosure form</b>	Enrolled and prospective students and their families	When providing information about a private education loan; otherwise must make available upon request.	<a href="https://www.msun.edu/financialaid/docs/19-20PrivateAlternativeLoanStatement.pdf">https://www.msun.edu/financialaid/docs/19-20PrivateAlternativeLoanStatement.pdf</a>	Financial Aid x 3787	2020

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<b>Campus Security Policies, Crime Statistics, and Crime Log</b>					
<b>Annual security report</b>	Enrolled and prospective students	Enrolled students and current employees: Annually by October 1 Prospective students and employees: Upon request	<a href="https://www.msun.edu/stuaffairs/campussafety/docs/2019ASRforReportingYear2018.pdf">https://www.msun.edu/stuaffairs/campussafety/docs/2019ASRforReportingYear2018.pdf</a>	Dean of Students x3561	2020
<b>Crime log</b>	Enrolled and prospective students	Portion of log for most recent 60-dat period: Upon request during normal business hours Portion of log older than 60 days: Within 2 business days of request	No campus police or security; therefore, not required to have a crime log.	Dean of Students x3561	2029
<b>Emergency response and evacuation procedures</b>	Enrolled and prospective students	Enrolled students and current employees: Annually by October 1 Prospective students and employees: Upon request	<a href="http://msun.edu/stuaffairs/campussafety/">http://msun.edu/stuaffairs/campussafety/</a>	Dean of Students x3561	2020
<b>Emergency notifications</b>	Campus community	If immediate threat to the health or safety of students or employees occurring on campus Must provide adequate follow-up information as needed	<a href="http://msun.edu/stuaffairs/campussafety/">http://msun.edu/stuaffairs/campussafety/</a>	Dean of Students x3561	2020

General Institutional Information					
Disclosure	Disclosure Recipient	When disclose must be made	Location of Disclosure	Office Contact	Last Updated
<b>Fire log</b>	Anyone regardless of whether associated with the institution	Portion of log for most recent 60-dat period: Upon request during normal business hours Portion of log older than 60 days: Within 2 business days of request	<a href="https://www.msun.edu/stuaffairs/campussafety/docs/2019ASRforReportingYear2018.pdf">https://www.msun.edu/stuaffairs/campussafety/docs/2019ASRforReportingYear2018.pdf</a>	Dean of Students x3561	2020
<b>Fire safety report</b>	Enrolled and prospective students	Enrolled students and current employees: Annually by October 1 Prospective students and employees: Upon request	<a href="https://www.msun.edu/stuaffairs/campussafety/docs/2019ASRforReportingYear2018.pdf">https://www.msun.edu/stuaffairs/campussafety/docs/2019ASRforReportingYear2018.pdf</a>	Dean of Students x3561	2020
<b>Missing student notification policies and procedures</b>	Enrolled and prospective students	Enrolled students and current employees: Annually by October 1 Prospective students and employees: Upon request	<a href="https://www.msun.edu/stuaffairs/campussafety/docs/2019ASRforReportingYear2018.pdf">https://www.msun.edu/stuaffairs/campussafety/docs/2019ASRforReportingYear2018.pdf</a>	Dean of Students x3561	2020
<b>Missing student notification</b>	Contact person if one designated, missing student's parent or guardian if student is under 18 years old and not emancipated, and local law enforcement agency with jurisdiction in the area	Within 24 hours of determination student is missing	<a href="https://www.msun.edu/stuaffairs/campussafety/docs/2019ASRforReportingYear2018.pdf">https://www.msun.edu/stuaffairs/campussafety/docs/2019ASRforReportingYear2018.pdf</a>	Dean of Students x3561	2020

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<b>Timely warning</b>	Campus community	Occurrence of crime reported to campus security authorities or local police agencies that institution considers to represent a threat to students and employees	<a href="https://www.msun.edu/stuaffairs/campussafety/docs/2019ASRforReportingYear2018.pdf">https://www.msun.edu/stuaffairs/campussafety/docs/2019ASRforReportingYear2018.pdf</a>	Dean of Students x3561	2020
<b>Registered sex offenders information</b>	Enrolled and prospective students	Enrolled students and current employees: Annually by October 1 Prospective students and employees: Upon request	<a href="https://www.msun.edu/stuaffairs/campussafety/docs/2019ASRforReportingYear2018.pdf">https://www.msun.edu/stuaffairs/campussafety/docs/2019ASRforReportingYear2018.pdf</a>	Dean of Students x3561	2020
<b>Outcome of institutional disciplinary proceedings against alleged perpetrator of a crime of violence or non-forcible sex offense</b>	Alleged victim or next of kin if alleged victim is deceased	Upon written request	<a href="https://www.msun.edu/stuaffairs/campussafety/docs/2019ASRforReportingYear2018.pdf">https://www.msun.edu/stuaffairs/campussafety/docs/2019ASRforReportingYear2018.pdf</a>	Dean of Students x3561	2019

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<b>Health and Safety</b>					
<b>Drug and alcohol abuse prevention program information</b>	Enrolled students, employees, ED, the public	Distributed to enrolled students and employees: Annually ED and public: Upon request	<a href="https://www.msun.edu/admin/policies/1000/1003.aspx">https://www.msun.edu/admin/policies/1000/1003.aspx</a>	Student Health x 3599 Security and Campus Safety x3561	2020
<b>Drug-free workplace statement</b>	Employees	Annually	<a href="https://www.msun.edu/admin/policies/1000/1003-2.aspx">https://www.msun.edu/admin/policies/1000/1003-2.aspx</a>	Student Health x 3599 Human Resources x3568	2020
<b>Penalties for Drug Violations</b>	Enrolled students	Upon enrollment	<a href="https://www.msun.edu/stuaffairs/campusaffety/docs/2019ASRforReportingYear2018.pdf">https://www.msun.edu/stuaffairs/campusaffety/docs/2019ASRforReportingYear2018.pdf</a>	Dean of Students x3561 Financial Aid x3787 Admissions x3704	2020
<b>Vaccination policies</b>	Enrolled and prospective students	Upon request	<a href="http://msun.edu/admissions/general.aspx">http://msun.edu/admissions/general.aspx</a>	Student Health x 3599 Admissions x3704	2020

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<b>Student Outcomes</b>					
<b>Report on athletic program participation rates and financial support data</b>	Enrolled students, employees, ED, the public	Report must be made available annually no later than 10/15 Enrolled and prospective students and the public: Upon request ED: Within 15 days	<a href="http://ope.ed.gov/athletics/">http://ope.ed.gov/athletics/</a>	Institutional Research x3758	2020
<b>Placement rate information if rate used to attract students</b>	Prospective students	Before or at time of application for enrollment	<a href="http://msun.edu/career/gradsurvey.aspx">http://msun.edu/career/gradsurvey.aspx</a>	Career Center x4198	2020
<b>Completion or graduation rate, and transfer-out rate of full-time undergraduates</b>	Enrolled and prospective students and ED	Enrolled students: Information must be readily available Prospective students: Must have information prior to enrolling ED: Annually	<a href="http://msun.edu/career/gradsurvey.aspx">http://msun.edu/career/gradsurvey.aspx</a>	Career Center X4198	2020
<b>Retention rate reported to IPEDS</b>	Enrolled and prospective students	Enrolled students: Information must be readily available Prospective students: Must have information prior to enrolling		Institutional Research x3758	2020



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Notice to enrolled students of the availability consumer information	Enrolled students	Annually	Financial Aid	Financial Aid	2020
Personnel responsible for providing consumer information	Enrolled and prospective students	Made available through appropriate publications, mailings or electronic media	Financial Aid	Financial Aid	2020
Reimbursements for service on advisory boards	ED	Annually	N/A	N/A	
Gainful Employment	ED and prospective students	Annually	N/A	N/A	2020
Constitution and Citizenship Day	Federal Register	September 17 of each year	Displayed annually in the library	Library x4140	2020
Voter Registration	Regular	Information must be readily available	<a href="https://votesmart.org/elections/voter-registration/MT#.W0-omarrvX4">https://votesmart.org/elections/voter-registration/MT#.W0-omarrvX4</a>		2020