

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:

Toll Free: 1-800-662-6132 x 3787

Direct: (406) 265-3787

Fax: (406) 265-3519

Email: finaid@msun.edu

Office Hours: M-F 8:00 AM - 5:00 PM (excluding holidays)

Summer Hours: M-F 8:00 AM - 5:00 PM

Director: Lourdes Caven

Specialist: Darla McCloy

Specialist: Kaci Nicholson

**The first six digits of all phone numbers provided below are "406-265" unless indicated otherwise.*

General Institutional Information					
Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA)					
FERPA rights	Parents of students currently in attendance or eligible students currently in attendance	Annually	https://www.msun.edu/parents/ferpa.aspx	Registrar x 3703 Financial Aid x 3787	2024
Facilities and Services for Students With Disabilities					
Services and facilities for students with disabilities	Enrolled and prospective students	Information must be readily available	http://www.msun.edu/stuaffairs/accessibilityserv/	Student Support x 3783 Johnna Antonich x 3533	2024
Student Diversity					
Diversity of student body	Enrolled and prospective students	Annually within time frame specified by Integrated Postsecondary Education Data System (IPEDS)	https://nces.ed.gov/collegenavigator/?q=montana+state+university+northern&s=all&id=180522	Registrar x 3703	2024
Diversity of student body for Pell Grant recipients	Enrolled and prospective students	Upon request	REPORTS (msun.edu)	Registrar x 3703	2024

General Institutional Information

Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
Price of Attendance					
Cost of attending the institution	Enrolled and prospective students	Information must be readily available	http://www.msun.edu/busserv/tuitionfees.aspx	Business Services x 3733	2024
Net Price Calculator					
Net Price Calculator	Enrolled and prospective students, their families, and other consumers	On-going	http://www.msun.edu/finaid/tuitioncalculator.aspx	Financial Aid Office x 3787	2024
Refund Policy and Requirements for Withdrawal and Return of Federal Financial Aid					
Refund policies	Enrolled and prospective students	Information must be readily available	http://www.msun.edu/busserv/dates.aspx *See important dates	Business Services x 3733	2024
Official withdrawal procedures	Enrolled and prospective students	Information must be readily available	https://www.msun.edu/registrar/forms/UniversityWithdrawal2-web.pdf https://www.msun.edu/finaid/policies.aspx	Registrar x 3703 Financial Aid x 3787 Business Services x 3733	2024
Return of Title IV requirements	Enrolled and prospective students	Information must be readily available	https://www.msun.edu/finaid/policies.aspx	Financial Aid x 3787 Business Office x 3703	2024

General Institutional Information					
Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
Textbook Information					
Textbook cost savings programs	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 http://bookstore.msun.edu/	Bookstore x 3728	2024
Text Book Pricing Info	Enrolled students	Each academic period	Textbook pricing is available online through the Northern website. Student may access the link at http://bookstore.msun.edu/	Bookstore x 3728	2024
Educational Program/Instructional Facilities/Faculty					
Academic programs, facilities, and instructional personnel	Enrolled and prospective students	Information must be readily available	https://www.msun.edu/academic/s/degrees.aspx	Registrar x 3703 Admissions x 3704	2024
Course schedule information	Enrolled and prospective students	Upon request	http://msun.edu/registrar/catalog.s.aspx	Registrar x 3703 Admissions x 3704	2024
Transfer of Credit Policies and Articulation Agreements					
Transfer credit policies	Enrolled and prospective students	Information must be readily available	http://www.msun.edu/admissions/transfer.aspx http://www.msun.edu/registrar/transfer_agreements.aspx	Registrar x 3703 Admissions 3704	2024
Articulation Agreements	Enrolled and prospective students	Information must be readily available	http://msun.edu/registrar/transfer_agreements.aspx	Provost x 3726	2024

General Institutional Information

Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
Accreditation, Approval and Licensure of Institution and Programs					
Accreditation and licensing of the institution	Enrolled and prospective students	Information must be readily available	http://www.msun.edu/provost/accaccreditation.aspx	Provost Office x 3726	2024
Foreign gifts or contracts with more than \$250,000 with a calendar year	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	
Copyright Infringement-Policies and Sanctions/Computer Use and File Sharing					
Copyright and peer-to-peer file sharing issues	Enrolled and prospective students	Information must be readily available	https://www.msun.edu/admin/policies/1300/1320.aspx	Information Technology Services x3765	2024
Student Activities					
Student Activities	Enrolled and prospective students	Information must be readily available	https://www.msun.edu/stuactivities/	Activities & Events Office x 3732	2024
Career and Job Placement Services					
Career and Job Placement Services			http://www.msun.edu/career/	Career Center x 4198	2024

General Institutional Information

Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
Teacher Preparation Program Report					
Teacher Education Preparation Program Report	Title II Report Card	Provide report to the general public	https://title2.ed.gov/Public/Home.aspx	Education Department x 3735	2024
Teacher Education for College and Higher Education (TEACH Grant) Exit Counseling	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		
TEACH Grant Initial Counseling	First-time TEACH Grant recipients	Prior to first disbursement of first TEACH Grant	Does not apply to MSUN		
TEACH Grant Subsequent Counseling	Prior Teach GRANT recipients	Prior to first disbursement of each subsequent TEACH Grant	Does not apply to MSUN		
Student Financial Assistance					
Available Financial Aid	Enrolled and prospective students	Information must be readily available	https://www.msun.edu/finaid/aid.aspx	Financial Aid x 3787	2024
State grant assistance *If available*	Enrolled and prospective students	Timely so borrower can apply for available state aid	https://www.msun.edu/finaid/aid.aspx	Financial Aid x 3787	2024
Rights and responsibilities of financial aid recipients	Enrolled and prospective students	Information must be readily available	https://www.msun.edu/finaid/policies.aspx	Financial Aid x 3787	2024
Satisfactory Academic Progress (SAP)	Enrolled and prospective students	Information must be readily available	https://www.msun.edu/admin/policies/600/601-1.aspx	Financial Aid x 3787	2024

General Institutional Information

Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
Verification requirements	Applicants selected for verification	Timely so applicant can complete verification by verification deadline	https://www.msun.edu/finaid/policies.aspx	Financial Aid x 3787	2024
Student Loan Information					
Entrance Counseling-Direct Loans	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	https://www.msun.edu/finaid/myaward.aspx	Financial Aid x 3787	2024
Exit Counseling-Title IV Loan Programs	All student borrowers of a Federal Direct Loan	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	http://www.msun.edu/finaid/exitcounseling.aspx	Financial Aid x 3787	2024

General Institutional Information

Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
Institutional Code of Conduct	All institutional employees and officers with Title IV loan responsibilities	Annually	http://msun.edu/finaid/CodeofConduct.aspx	Financial Aid x 3787	2024
Preferred lender list and disclosures	Enrolled students and their families	N/A	N/A	Financial Aid x 3787	2024
Lender assistance in preparing educational counseling, financial literacy, or debt management materials	Education loan borrowers	N/A	N/A	Financial Aid x 3787	2024
Code of Conduct if participate in Title IV loan program	All institutional employees and officers with Title IV loan responsibilities	Annually	http://msun.edu/finaid/CodeofConduct.aspx	Financial Aid x 3787	2024
Code of Conduct if preferred lender arrangement	All employees and officers of the institution and of institution-affiliated organization(s) with responsibilities with respect to private education loans	N/A	N/A	Financial Aid x 3787	2024

General Institutional Information

Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
Education loan disclosures if preferred lender arrangement exists	Enrolled and prospective students and their families	N/A	N/A	Financial Aid x 3787	2024
Private education loan disclosures if preferred lender arrangement exists	Enrolled and prospective students and their families	N/A	N/A	Financial Aid x 3787	2024
Private education loan disclosures if provide information about a private education loan from a lender to a prospective borrower	Prospective private education loan borrower	N/A	N/A	Financial Aid x 3787	2024
Preferred lender arrangement annual report	ED, enrolled and prospective students and their families, and the public	N/A	N/A	Financial Aid x 3787	2024

General Institutional Information

Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
Code of conduct if preferred lender agreement	All employees and officers of the institution and of institution-affiliated organization(s) with responsibilities with respect to private education loans	N/A	N/A	Financial Aid x 3787	2024
Preferred lender arrangements annual report	ED, Enrolled and prospective students and their families	N/A	N/A	Financial Aid x 3787	2024
Direct Loan model disclosure form	Enrolled and prospective students and their families	N/A	N/A	Financial Aid x 3787	2024

General Institutional Information

Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
Campus Security Policies, Crime Statistics, and Crime Log					
Annual security report	Enrolled and prospective students	Enrolled students and current employees: Annually by October 1 Prospective students and employees: Upon request	https://www.msun.edu/stuaffairs/campussafety/	Vice Chancellor of Student Success X 3566	2024
Crime log	Enrolled and prospective students	Portion of log for most recent 60-day 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.	Vice Chancellor of Student Success X 3566	2024
Emergency response and evacuation procedures	Enrolled and prospective students	Enrolled students and current employees: Annually by October 1 Prospective students and employees: Upon request	https://www.msun.edu/stuaffairs/campussafety/	Vice Chancellor of Student Success X 3566	2024
Emergency notifications	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	https://www.msun.edu/stuaffairs/campussafety/	Vice Chancellor of Student Success X 3566	2024

General Institutional Information

Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
Fire log	Anyone regardless of whether associated with the institution	Portion of log for most recent 60-day period: Upon request during normal business hours Portion of log older than 60 days: Within 2 business days of request	2024 Annual Security and Fire Safety Report (msun.edu)	Vice Chancellor of Student Success X 3566	2024
Fire safety report	Enrolled and prospective students	Enrolled students and current employees: Annually by October 1 Prospective students and employees: Upon request	2024 Annual Security and Fire Safety Report (msun.edu)	Vice Chancellor of Student Success X 3566	2024
Missing student notification policies and procedures	Enrolled and prospective students	Enrolled students and current employees: Annually by October 1 Prospective students and employees: Upon request	2024 Annual Security and Fire Safety Report (msun.edu)	Vice Chancellor of Student Success X 3566	2024
Missing student notification	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	2024 Annual Security and Fire Safety Report (msun.edu)	Vice Chancellor of Student Success X 3566	2024

General Institutional Information					
Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
Timely warning	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	2024 Annual Security and Fire Safety Report (msun.edu)	Vice Chancellor of Student Success X 3566	2024
Registered sex offender information	Enrolled and prospective students	Enrolled students and current employees: Annually by October 1 Prospective students and employees: Upon request	2024 Annual Security and Fire Safety Report (msun.edu)	Vice Chancellor of Student Success X 3566	2024
Outcome of institutional disciplinary proceedings against alleged perpetrator of a crime of violence or non-forcible sex offense	Alleged victim or next of kin if alleged victim is deceased	Upon written request	2024 Annual Security and Fire Safety Report (msun.edu)	Vice Chancellor of Student Success X 3566	2024

General Institutional Information

Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
Health and Safety					
Drug and alcohol abuse prevention program information	Enrolled students, employees, ED, the public	Distributed to enrolled students and employees: Annually ED and public: Upon request	2024 Annual Security and Fire Safety Report (msun.edu) https://www.msun.edu/admin/policies/1000/1003.aspx	Student Health x 3599 Vice Chancellor of Student Success X 3566	2024
Drug-free workplace statement	Employees	Annually	https://www.msun.edu/admin/policies/1000/1003-2.aspx	Student Health x 3599 Human Resources x 4147	2024
Penalties for Drug Violations	Enrolled students	Upon enrollment	2024 Annual Security and Fire Safety Report (msun.edu)	Vice Chancellor of Student Success X 3566 Admissions x 3704	2024
Vaccination policies	Enrolled and prospective students	Upon request	http://msun.edu/admissions/general.aspx	Student Health x 3599 Admissions x 3704	2024

General Institutional Information					
Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
Student Outcomes					
Report on athletic program participation rates and financial support data	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	http://ope.ed.gov/athletics/	Athletics x 3761	2022
Placement rate information if rate used to attract students	Prospective students	Before or at time of application for enrollment	http://www.msun.edu/admissions/ http://msun.edu/career/gradsurvey.aspx	Career Center x 4198	2024
Completion or graduation rate, and transfer-out rate of full-time undergraduates	Enrolled and prospective students and ED	Enrolled students: Information must be readily available Prospective students: Must have information prior to enrolling ED: Annually	https://www.msun.edu/ir/docs/IPEDS_Data_Feedback_Report-2022.pdf https://irvm.msun.edu/MSUNMetrics/msun/grRateIndex.jsp	Career Center x 4198 Institutional Research	2024
Retention rate reported to IPEDS	Enrolled and prospective students	Enrolled students: Information must be readily available Prospective students: Must have information prior to enrolling	https://nces.ed.gov/collegenavigator/?q=montana+state+university+northern&s=all&id=180522	Institutional Research	2024

General Institutional Information

Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
Notice to enrolled students of the availability consumer information	Enrolled students	Annually	https://www.msun.edu/financial/ConsumerInformation.aspx	Financial Aid x 3787	2024
Personnel responsible for providing consumer information	Enrolled and prospective students	Made available through appropriate publications, mailings or electronic media	Financial Aid	Financial Aid x 3787	2024
Reimbursements for service on advisory boards	ED	Annually	N/A	N/A	
Gainful Employment	ED and prospective students	Annually	N/A	N/A	
Constitution and Citizenship Day	Federal Register	September 17 of each year	Displayed annually in the library	Library x 3706	2024
Voter Registration	Registrar	Registration cards are available in the Registrar's Office and voter registration information emails are sent out each semester after census.	https://votesmart.org/elections/voter-registration/MT#.W0-omarrvX4		2024