

# 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

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

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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
<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>	Registrar x 3703 Financial Aid x 3787	2023
<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	<a href="http://www.msun.edu/stuaffairs/accessibilityserv/">http://www.msun.edu/stuaffairs/accessibilityserv/</a>	Student Support x 3783 Johnna Antonich x 3533	2023
<b>Student Diversity</b>					
<b>Diversity of student body</b>	Enrolled and prospective students	Annually within time frame specified by Integrated Postsecondary Education Data System (IPEDS)	<a href="https://www.msun.edu/ir/docs/IPEDS_Data_Feedback_Report-2022.pdf">https://www.msun.edu/ir/docs/IPEDS_Data_Feedback_Report-2022.pdf</a>	Registrar x 3703	2022
<b>Diversity of student body for Pell Grant recipients</b>	Enrolled and prospective students	Upon request	<a href="#">REPORTS (msun.edu)</a>	Registrar x 3703	2023

### General Institutional Information

Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
<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/busserv/tuitionfees.aspx">http://www.msun.edu/busserv/tuitionfees.aspx</a>	Business Services x 3733	2023
<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/tuitioncalculator.aspx">http://www.msun.edu/finaid/tuitioncalculator.aspx</a>	Financial Aid Office x 3787	2023
<b>Refund Policy and Requirements for Withdrawal and Return of Federal Financial Aid</b>					
<b>Refund policies</b>	Enrolled and prospective students	Information must be readily available	<a href="http://www.msun.edu/busserv/dates.aspx">http://www.msun.edu/busserv/dates.aspx</a> *See important dates	Business Services x 3733	2023
<b>Official withdrawal procedures</b>	Enrolled and prospective students	Information must be readily available	<a href="https://www.msun.edu/registrar/forms/UniversityWithdrawal2-web.pdf">https://www.msun.edu/registrar/forms/UniversityWithdrawal2-web.pdf</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	2023
<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>	Financial Aid x 3787 Business Office x 3703	2023

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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/">http://bookstore.msun.edu/</a>	Bookstore x 3728	2023
<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/">http://bookstore.msun.edu/</a>	Bookstore x 3728	2023
<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="https://www.msun.edu/academic/s/degrees.aspx">https://www.msun.edu/academic/s/degrees.aspx</a>	Registrar x 3703 Admissions x 3704	2023
<b>Course schedule information</b>	Enrolled and prospective students	Upon request	<a href="http://msun.edu/registrar/catalog.s.aspx">http://msun.edu/registrar/catalog.s.aspx</a>	Registrar x 3703 Admissions x 3704	2023
<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	2023
<b>Articulation Agreements</b>	Enrolled and prospective students	Information must be readily available	<a href="http://msun.edu/registrar/transfer_agreements.aspx">http://msun.edu/registrar/transfer_agreements.aspx</a>	Provost x 3726	2023

## General Institutional Information

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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/accaccreditation.aspx">http://www.msun.edu/provost/accaccreditation.aspx</a>	Provost Office x 3726	2023
<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	2023
<b>Student Activities</b>					
Student Activities	Enrolled and prospective students	Information must be readily available	<a href="https://www.msun.edu/stuactivities/">https://www.msun.edu/stuactivities/</a>	Activities & Events Office x 3732	2023
<b>Career and Job Placement Services</b>					
Career and Job Placement Services			<a href="http://www.msun.edu/career/">http://www.msun.edu/career/</a>	Career Center x 4198	2023

### General Institutional Information

Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
<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	2023
<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	2023
<b>State grant assistance *If available*</b>	Enrolled and prospective students	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	2023
<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	2023
<b>Satisfactory Academic Progress (SAP)</b>	Enrolled and prospective students	Information must be readily available	<a href="https://www.msun.edu/admin/policies/600/601-1.aspx">https://www.msun.edu/admin/policies/600/601-1.aspx</a>	Financial Aid x 3787	2023

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<b>Disclosure</b>	<b>Disclosure Recipient</b>	<b>When disclosure must be made</b>	<b>Location of Disclosure</b>	<b>Office Contact</b>	<b>Last Updated</b>
<b>Verification requirements</b>	Applicants selected for verification	Timely so applicant can complete verification by verification deadline	<a href="https://www.msun.edu/finaid/policies.aspx">https://www.msun.edu/finaid/policies.aspx</a>	Financial Aid x 3787	2023
<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="https://www.msun.edu/finaid/myaward.aspx">https://www.msun.edu/finaid/myaward.aspx</a>	Financial Aid x 3787	2023
<b>Exit Counseling-Title IV Loan Programs</b>	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	<a href="http://www.msun.edu/finaid/exitcounseling.aspx">http://www.msun.edu/finaid/exitcounseling.aspx</a>	Financial Aid x 3787	2023

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<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	2023
<b>Preferred lender list and disclosures</b>	Enrolled students and their families	N/A	N/A	Financial Aid x 3787	2023
<b>Lender assistance in preparing educational counseling, financial literacy, or debt management materials</b>	Education loan borrowers	N/A	N/A	Financial Aid x 3787	2023
<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	2023
<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	N/A	N/A	Financial Aid x 3787	2023

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<b>Disclosure</b>	<b>Disclosure Recipient</b>	<b>When disclosure must be made</b>	<b>Location of Disclosure</b>	<b>Office Contact</b>	<b>Last Updated</b>
<b>Education loan disclosures if preferred lender arrangement exists</b>	Enrolled and prospective students and their families	N/A	N/A	Financial Aid x 3787	2023
<b>Private education loan disclosures if preferred lender arrangement exists</b>	Enrolled and prospective students and their families	N/A	N/A	Financial Aid x 3787	2023
<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	N/A	N/A	Financial Aid x 3787	2023
<b>Preferred lender arrangement annual report</b>	ED, enrolled and prospective students and their families, and the public	N/A	N/A	Financial Aid x 3787	2023



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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	N/A	N/A	Financial Aid x 3787	2023
<b>Preferred lender arrangements annual report</b>	ED, Enrolled and prospective students and their families	N/A	N/A	Financial Aid x 3787	2023
<b>Direct Loan model disclosure form</b>	Enrolled and prospective students and their families	N/A	N/A	Financial Aid x 3787	2023

**General Institutional Information**

Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
<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/">https://www.msun.edu/stuaffairs/campussafety/</a>	Dean of Students X 4113	2023
<b>Crime log</b>	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.	Dean of Students X 4113	2023
<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="https://www.msun.edu/stuaffairs/campussafety/">https://www.msun.edu/stuaffairs/campussafety/</a>	Dean of Students x 4113	2023
<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="https://www.msun.edu/stuaffairs/campussafety/">https://www.msun.edu/stuaffairs/campussafety/</a>	Dean of Students x 4113	2023

### General Institutional Information

Disclosure	Disclosure Recipient	When disclosure 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-day period: Upon request during normal business hours Portion of log older than 60 days: Within 2 business days of request	<a href="#">2023 Annual Security and Fire Safety Report (msun.edu)</a>	Dean of Students x 4113	2023
<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="#">2023 Annual Security and Fire Safety Report (msun.edu)</a>	Dean of Students x 4113	2023
<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="#">2023 Annual Security and Fire Safety Report (msun.edu)</a>	Dean of Students x 4113	2023
<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="#">2023 Annual Security and Fire Safety Report (msun.edu)</a>	Dean of Students x 4113	2023

<b>General Institutional Information</b>					
<b>Disclosure</b>	<b>Disclosure Recipient</b>	<b>When disclosure must be made</b>	<b>Location of Disclosure</b>	<b>Office Contact</b>	<b>Last Updated</b>
<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="#">2023 Annual Security and Fire Safety Report (msun.edu)</a>	Dean of Students x 4113	2023
<b>Registered sex offender information</b>	Enrolled and prospective students	Enrolled students and current employees: Annually by October 1 Prospective students and employees: Upon request	<a href="#">2023 Annual Security and Fire Safety Report (msun.edu)</a>	Dean of Students x 4113	2023
<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="#">2023 Annual Security and Fire Safety Report (msun.edu)</a>	Dean of Students x 4113	2023

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Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
<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">2023 Annual Security and Fire Safety Report (msun.edu)</a>  <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 Dean of Students x 4113	2023
<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 x 4147	2023
<b>Penalties for Drug Violations</b>	Enrolled students	Upon enrollment	<a href="https://www.msun.edu/admin/policies/1000/1003.aspx">2023 Annual Security and Fire Safety Report (msun.edu)</a>	Dean of Students x 4113 Admissions x 3704	2023
<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 x 3704	2023

### General Institutional Information

Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
<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>	Athletics x 3761	2022
<b>Placement rate information if rate used to attract students</b>	Prospective students	Before or at time of application for enrollment	<a href="http://www.msun.edu/admissions/">http://www.msun.edu/admissions/</a>  <a href="http://msun.edu/career/gradsurvey.aspx">http://msun.edu/career/gradsurvey.aspx</a>	Career Center x 4198	2023
<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="https://www.msun.edu/ir/docs/IPEDS_Data_Feedback_Report-2022.pdf">https://www.msun.edu/ir/docs/IPEDS_Data_Feedback_Report-2022.pdf</a>  <a href="https://irvm.msun.edu/MSUNMetrics/msun/grRateIndex.jsp">https://irvm.msun.edu/MSUNMetrics/msun/grRateIndex.jsp</a>	Career Center x 4198  Institutional Research	2022
<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	<a href="https://www.msun.edu/ir/docs/IPEDS_Data_Feedback_Report-2022.pdf">https://www.msun.edu/ir/docs/IPEDS_Data_Feedback_Report-2022.pdf</a>	Institutional Research	2022

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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	<a href="https://www.msun.edu/financial/ConsumerInformation.aspx">https://www.msun.edu/financial/ConsumerInformation.aspx</a>	Financial Aid x 3787	2023
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	2023
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	2023
Voter Registration	Registrar	Registration cards are available in the Registrar's Office and voter registration information emails are sent out each semester after census.	<a href="https://votesmart.org/elections/voter-registration/MT#.W0-omarrvX4">https://votesmart.org/elections/voter-registration/MT#.W0-omarrvX4</a>		2023