

Montana State University Billings' Consumer Information Directory

The Montana State University Billings Consumer Information Directory is a quick reference tool for current and prospective school personnel, current & prospective students, their families, and other consumers. The Financial Aid Office updates the directory on an annual basis.

Contact us by phone, email or fax:

Toll Free: 1-800-565-MSUB
 Direct: (406) 657-2011
 Fax: (406) 657-1789
 Email: finaid@msubillings.edu

Office Hours: M, W-F 8:00am - 5:00pm, T 6:00pm
 Summer Hours: M, W-F 8:00am - 5:00pm, T 6:00pm
 Financial Aid: (406) 657-2188
 Admissions & Records, Registrar: (406) 657-2158

*The first six digits of all phone numbers provided below are "406-657" unless indicated otherwise.

General Institutional Information					
Disclosure Requirement	Disclosure Recipient	When	Location of Disclosure	Office Contact	Last Updated
Admissions & Recruitment					
Admission/Readmission policies and procedures	Enrolled student, prospective students, & public	Made available through appropriate publications, mailings, or electronic media	http://www.msubillings.edu/future/apply/ http://www.msubillings.edu/catalogs/ <ul style="list-style-type: none"> University 2018-2019 (pp. 16 - 26) City College 2018-2019 (pp.16 - 23) Graduate 2018-2019 (pp. 33 - 41) 	Admissions & Records x2158 Jacket Student Central x3000 Graduate Studies x2011	2018

<p>Attendance policies and procedures (e.g. administrative withdrawals, tardiness)</p>	<p>Enrolled & prospective students</p>	<p>Made available through appropriate publications, mailings, or electronic media</p>	<p>http://www.msubillings.edu/catalogs/</p> <ul style="list-style-type: none"> • University 2018-2019 (p. 32) • City College 2018-19 (pp. 27- 28) • Graduate 2018-2019 (pp. 43 - 44) 	<p>Admissions & Records x2158 Jacket Student Central x3000 Graduate Studies x2011</p>	<p>2018</p>
<p>Availability of a GED program, if the school admits students who do not have a high school diploma or equivalent [34 C.F.R. § 668.14(b)(13)]</p>	<p>NA</p>	<p>NA</p>	<p>MSU Billings and MSU Billings City College admit students who have a high school diploma or equivalent. In Montana, the HiSet is now the standard in addition to GED and/or TASC. http://www.msubillings.edu/catalogs/</p> <ul style="list-style-type: none"> • University 2018-2019 (p. 23) • City College 2018-2019 (p. 20) <p>Montana Board of Regents Policy 301 Admission Requirements: http://www.mus.edu/borpol/bor300/301.pdf</p>	<p>Admissions & Records x2158 Jacket Student Central x3000</p>	<p>2018</p>
<p>Recruiter Compensation/incentive programs policies and procedures</p>	<p>NA</p>	<p>NA</p>	<p>There is no incentive program for the recruiters, whose employment is covered under the Board of Regent's Policy 711.1 – Employment Contracts: http://mus.edu/borpol/bor700/711.1.pdf</p>	<p>NA</p>	<p>2018</p>

Refund Policy and Requirements for Withdrawal and Return of Federal Financial Aid					
Requirements and procedures for officially withdrawing [34 C.F.R. § 668.43(a) (2) -(3) ; 668.41(a) -(d)]	Enrolled & prospective students	Made available through appropriate publications, mailings, or electronic media	http://www.msubillings.edu/catalogs/ <ul style="list-style-type: none"> • University 2018-2019 (p. 32) • City College 2018-2019 (pp. 28) • Graduate 2018-2019 (pp. 42) Online Form: http://www.msubillings.edu/reg/forms/WithdrawalForm.pdf Business Office Withdrawal & Refund Policy: http://www.msubillings.edu/boffice/refund_withdraw_policy.htm	Admissions & Records x2158 Jacket Student Central x3000 Graduate Studies x2011 Business Services x2140	2018
Refund Policies [34 C.F.R. § 668.43(a) (2) -(3) ; 668.41(a) -(d)]	Enrolled & prospective students	Made available through appropriate mailings, publications and electronic media	Credit Balances – Important dates list the timing of refunds. Refunds are run daily as aid comes available. http://www.msubillings.edu/boffice/refund_withdraw_policy.htm http://www.msubillings.edu/boffice/important_dates.htm	Business Services x2140	2018
Return of Title IV funds Requirement 34 CFR 668.41(a) -(d) 34 CFR 668.43	Enrolled & prospective students	Made available through appropriate publications, mailings & electronic media	http://www.msubillings.edu/financial/pdf/Return_of_Title_IV.pdf PDF of policy is available for printing on the above URL.	Financial Aid x2188	2018

Campus Security Policies, Crime Statistics and Crime Log					
<p>Annual Fire Safety & Security Report</p> <p>34 CFR 668.41(a) 34 CFR 668.41(e) 34 CFR 668.46 34 CFR Part 668 Subpart D, Appendix A</p>	<p>Enrolled students, prospective students, current and prospective employees.</p>	<p>Enrolled students and current employees: Annually by October 1</p> <p>Prospective students and employees via website and printed copy available upon request.</p>	<p>2017 Annual Security Report: http://www.msubillings.edu/polic e/pdf/Annual_Security_and_Fire_Safety_Report.pdf</p> <p>MSUB sends annual notices to both employees and enrolled students. For proof of distribution, contact one of the 3 offices listed.</p>	<p>University Police x2147</p> <p>Admissions & Records x2158</p> <p>Human Resources x2278</p>	<p>2018</p>
<p>Crime log</p> <p>34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A</p>	<p>Anyone, regardless of whether associated with the institution</p>	<p>Portion of log for most recent 60-day period: Upon request during normal business hours.</p> <p>Portion of log older than 60 days: Within 2 business days of request.</p>	<p>University Police</p>	<p>University Police x2147</p>	<p>2018</p>
<p>Emergency response and evacuation procedures</p> <p>34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A</p>	<p>Enrolled and prospective students, current and prospective employees</p>	<p>Enrolled students and current employees: Annually by October 1</p> <p>Prospective students and employees via the website, and printed copies available upon request</p>	<p>University Police</p>	<p>University Police x2147</p>	<p>2018</p>

<p>Emergency notification 34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A</p>	<p>Campus community (students and employees)</p>	<p>If immediate threat to the health or safety of students or employees occurring on campus Must provide adequate follow-up information as needed</p>	<p>University Police</p>	<p>University Police x2147</p>	<p>2018</p>
<p>Fire log 34 CFR 668.49(d)</p>	<p>Anyone, regardless of whether associated with the institution</p>	<p>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</p>	<p>University Police</p>	<p>University Police x2147</p>	<p>2018</p>
<p>Fire safety report 34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A</p>	<p>Enrolled and prospective students, current and prospective employees</p>	<p>Enrolled students and current employees: Annually by October 1 Prospective students and employees via the website, and printed copies available upon request</p>	<p>University Police</p>	<p>University Police x2147</p>	<p>2018</p>

<p>Missing student notification policies and procedures 34 CFR 668.41(a); 34 CFR 668.46(b)(14); 34 CFR 668.46(h)</p>	<p>Enrolled and prospective students, current and prospective employees</p>	<p>Enrolled students and current employees: Annually by October 1 Prospective students and employees via the website, and printed copies available upon request</p>	<p>University Police</p>	<p>University Police x2147</p>	<p>2018</p>
<p>Timely warning 34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A</p>	<p>Campus community (students and employees)</p>	<p>Occurrence of crime reported to campus security authorities or local police agencies that institution considers to represent a threat to students and employees</p>	<p>University Police</p>	<p>University Police x2147</p>	<p>2018</p>
<p>Registered sex offenders information</p>	<p>Enrolled and prospective students, current and prospective employees</p>	<p>Enrolled students and current employees: Annually by October 1 Prospective students and employees: Upon request</p>	<p>University Police Montana Sexual or Violent Offender Registry</p>	<p>University Police x2147</p>	<p>2018</p>
<p>Outcome of institutional disciplinary proceedings against alleged perpetrator of a crime of violence or non-forcible sex offense [34 CFR 668.46(k)]</p>	<p>Alleged victim or next of kin if alleged victim is deceased</p>	<p>Upon written request</p>	<p>Vice Chancellor for Student Affairs</p>	<p>Vice Chancellor for Student Affairs x2307</p>	<p>2018</p>

Health and Safety					
Vaccinations Policies [HEOA Section 488(a)(1)(E): amended HEA Section 485(a)(1) (20 U.S.C. 1092(a)(1)): added HEA Section 485(a)(1)(V) ; HEOA amendment effective August 14, 2008; DCL GEN 08-12, page 96]	Enrolled and prospective students	Made available through appropriate publications, mailings, or electronic media	http://www.msubillings.edu/studenthealth/immunizations.htm	Student Health Services x2153 Admissions & Records x2158	2018
Drug and Alcohol Prevention Program Disclosures and evidence of distribution to all students and employees 34 CFR 86	Enrolled students, employees	Distributed to enrolled students and current employees annually. Public- available online or printed copies upon request	http://www.msubillings.edu/studenthealth/alcohol_policy.htm Students: https://www.msubillings.edu/everfi/ Employees: http://www.msubillings.edu/humres/policies/406.5%20Drug%20and%20Alcohol%20Abuse%20Prevention%20Policy%209.28.10.pdf Evidence of distribution is available from the two offices listed.	Student Health Services x2153 Human Resources x2278	2018
Drug & Alcohol Prevention Program Biennial Review	Enrolled & Prospective students	Available online or printed copies upon request	http://www.msubillings.edu/vcsa/pdf/Biennial_Review_Efforts.pdf	Vice Chancellor of Student Affairs X2307	2018
Programs to prevent dating violence, domestic violence, sexual assault and stalking [34 CFR 668.46(b)(11); 34 CFR 668.46(j)]	Enrolled students, employees	Distributed to enrolled students and current employees annually.	Information distributed in annual security report – <i>see section above</i> EverFi Haven Program: https://www.msubillings.edu/everfi/	University Police x2147 Student Health Services x2153	2018

Educational Programs, Instructional Facilities & Faculty					
<p>Catalog(s) of the Institution (e.g. Undergraduate, Graduate, program specific)</p> <ul style="list-style-type: none"> • Current degree programs and other educational and training programs • Instructional, laboratory, and other physical plant facilities that relate to the academic program • Faculty and other instructional personnel • Any plans by the school for improving the academic program [upon determination by the school that such a plan exists <p>[34 CFR 668.41(a) –(d) ; 668.43]</p>	Enrolled & prospective students	Made available through appropriate publications, mailings, or electronic media	<p>Undergraduate Degrees & Programs: http://www.msubillings.edu/future/degrees.htm</p> <p>Graduate Degrees & Programs: http://www.msubillings.edu/grad/programs.htm</p> <p>http://www.msubillings.edu/catalogs/</p> <p><u>Undergraduate 2018-19:</u></p> <ul style="list-style-type: none"> • Calendar: p. 2 • Programs: pp. 12-14, 78-270 • Laboratories and facilities: pp. 8-9, 60, 77-257 • Faculty: pp. 457-464 <p><u>City College 2018-19:</u></p> <ul style="list-style-type: none"> • Calendar: p. 3 • Programs: pp. 61-138 • Laboratories: pp. 10 • Faculty: pp. 195-198 <p><u>Graduate 2017-18:</u></p> <ul style="list-style-type: none"> • Calendar: p. 2 - 3 • Programs: pp. 4, 53-108 • Faculty: p. 139 <p>Academic Master Plan: http://www.msubillings.edu/provost/Academic%20Affairs%20Master%20Plan.htm</p>	<p>Calendars: Admissions & Records x2158</p> <p>Programs & Faculty: Vice Chancellor for Academic Affairs x2367</p>	2018
Student Financial Assistance Information & Policies					
Verification	Applicants selected for verification	Timely so applicant can complete verification by deadline	http://www.msubillings.edu/financial/Definitions.htm	Financial Aid x2188	2018

Satisfactory Academic Progress policies and procedures	Enrolled & prospective students	Made available through appropriate publications, mailings, or electronic media	http://www.msubillings.edu/finaid/SAP.htm PDF of policy is available for printing on the above URL.	Financial Aid x2188	2018
Cost of Attendance Including estimates of: tuition/fees, books and supplies, room and board, transportation costs (such as commuting) if applicable, and any additional costs associated with the program in which the student is enrolled or expressed an interest [34 CFR 668.41(a) – (d) ; 668.43]	Enrolled & prospective students	Made available through appropriate electronic media	http://www.msubillings.edu/finaid/CostOfAttendance.htm	Financial Aid x2188	2018
Eligibility requirements and applying for aid	Enrolled & prospective students	Made available through electronic media	http://www.msubillings.edu/finaid/Apply_for_Aid.htm http://www.msubillings.edu/finaid/Rights-Resp.htm	Financial Aid x2188	2018
Awarding of Title IV funds	Enrolled & prospective students	Made available through electronic media	http://www.msubillings.edu/finaid/Types_of_Aid.htm	Financial Aid x2188	2018
Academic Year Definition	Enrolled & prospective students	Made available through appropriate electronic media	http://www.msubillings.edu/finaid/Definitions.htm	Financial Aid x2188	2018
Professional Judgment	Enrolled & prospective students	Made available through appropriate electronic media	http://www.msubillings.edu/finaid/Definitions.htm Professional Judgement Form: http://www.msubillings.edu/finaid/forms.htm	Financial Aid x2188	2018
Dependency Overrides	Enrolled & prospective students	Made available through appropriate electronic media	http://www.msubillings.edu/finaid/Definitions.htm Independent Appeal Form: http://www.msubillings.edu/finaid/forms.htm	Financial Aid x2188	2018

Repeat Coursework	Enrolled & prospective students	Made available through appropriate mailings, publications and electronic media	http://www.msubillings.edu/finaid/Definitions.htm http://www.msubillings.edu/catalogs/ <ul style="list-style-type: none"> • University 2018-19 (p. 28) • City College 2018-19 (p. 24) • Graduate 2017-18 (p.42) 	Financial Aid x2188 Admissions & Records x2158 Jacket Student Central 406-247- 3000	2018
Financial Aid Forms & Worksheets	Enrolled & prospective students	Made available through appropriate mailings and electronic media	http://www.msubillings.edu/finaid/forms.htm	Financial Aid x2188	2018
Types of Aid A description of all the Federal, State, local, private and institutional student financial assistance programs (need based and non-need based) available to students who enroll at the institution. [34 CFR 668.41 (a)-(d) ; 668.42 ; 668.43]	Enrolled & prospective students	Made available through appropriate mailings, publications and electronic media	http://www.msubillings.edu/finaid/Types_of_Aid.htm http://www.msubillings.edu/catalogs/	Financial Aid x2188	2018
Notice of Federal Student Financial Aid Penalties for Drug Law Violations [34 CFR 668.40 ; DCL GEN 08-12, pages 101 through 102]	Enrolled students	Notice mailed each term after the census date (also available on the website)	http://www.msubillings.edu/stuaf/loss.htm	Financial Aid X2188	2018
Rights and responsibilities of students receiving financial assistance [34 C.F.R. § 668.42(c) ; 685.304(a) ; 685.304(b) ; 668.42 ; 674.42(b)]	Enrolled & prospective students	Made available through appropriate publications, mailings, or electronic media	http://www.msubillings.edu/finaid/Rights-Resp.htm http://www.msubillings.edu/catalogs/ <ul style="list-style-type: none"> • University 2018-19 (pp. 38-40) • City College 2018-19 (pp. 33-36) • Graduate 2018-19 (pp. 24-28) 	Financial Aid x2188	2018

<p>Study Abroad Financial Aid Eligibility Students enrollment in a program of study abroad approved for credit by MSUB may be considered enrollment at MSUB for the purpose of applying for assistance under Title IV [34 C.F.R. § 668.43(a)(9)]</p>	<p>Enrolled & prospective students</p>	<p>Made available through appropriate publications, mailings, or electronic media</p>	<p>http://www.msubillings.edu/internationalstudies/pdf/Study_Abroad_Application_Packet.pdf pp. 15-17</p> <p>http://www.msubillings.edu/catalogs/</p> <ul style="list-style-type: none"> • University 2018-19 (p. 41) • City College 2018-19 (p. 36) • Graduate 2018-19 (p.27) 	<p>International Studies x1705</p> <p>Financial Aid x2188</p>	<p>2018</p>
<p>Net Price Calculator</p>					
<p>Net Price Calculator [20 U.S.C. 1015a(a); 20 U.S.C. 1015a(h); DCL GEN 08-12, page 33]</p>	<p>Enrolled and prospective students, their families, and other consumers</p>	<p>Annually</p>	<p>MSU Billings: http://www.msubillings.edu/netprice/sr/index.htm</p> <p>City College: http://msubillings.edu/netprice/cc/index.htm</p>	<p>Financial Aid x2188</p> <p>Institutional Research: 406-247-5752</p>	<p>2018</p>
<p>Student Loan Information</p>					
<p>Terms and Conditions for Federal Loans A description of the terms and conditions of the Title IV, HEA loans students can receive [34 C.F.R. § 668.42(a)(4), HEOA Sec. 488(c) amended HEA Sec. 485(d)]</p>	<p>Enrolled & prospective students</p>	<p>Made available through appropriate electronic media</p>	<p>http://www.msubillings.edu/financial/Loans.htm</p> <p>http://www.msubillings.edu/bemoneysmart/studentloans.htm</p>	<p>Financial Aid x2188</p>	<p>2018</p>
<p>Loan submission and accessibility disclosure Information disclosed to students or parents of students who enter into an agreement regarding a Title IV, HEA loan that the loan will be submitted to NSLDS and accessible by authorized agencies, lenders, and institutions [HEOA 489 amended HEA Sec. 485B]</p>	<p>Enrolled & prospective students</p>	<p>Made available through appropriate electronic media</p>	<p>http://www.msubillings.edu/financial/Loans.htm</p>	<p>Financial Aid x2188</p>	<p>2018</p>

Perkins Loan Disclosure	Enrolled & prospective students	Made available on the website for enrolled and prospective students. Borrowers also receive a printed copy in their Perkins Loan Borrower Packet.	http://www.msubillings.edu/financial/Loans.htm http://www.msubillings.edu/financial/forms/2016-2017/FEDERAL%20PERKINS%20LOAN%20PROGRAM%20Disclosure.pdf	Financial Aid x2188	2018
Entrance Counseling – Title IV loan programs [34 CFR 685.304(a)]	All “first-time” borrowers of Direct Loans complete counseling each academic year.	Prior to first disbursement of a loan	http://www.msubillings.edu/financial/Loans.htm	Financial Aid x2188	2018
Exit Counseling – Title IV loan programs [34 CFR 685.304(b) ; 668.42(c)(6) ; 674.42(b)]	All student borrowers of a loan made under the Federal Perkins Loan, Direct Loan, or Federal Family Education Loan (FFEL) programs	Shortly before the borrower ceases at least half-time enrollment, or within 30 days of the borrower leaving school or completing study abroad program	http://www.msubillings.edu/financial/Loans.htm	Financial Aid x2188	2018
Loan Repayment Calculator	Enrolled & Prospective students	Made available through appropriate mailings & electronic media	http://www.msubillings.edu/financial/Loans.htm	Financial Aid x2188	2018
Preferred Lender List and Private Education Loan Disclosures [34 CFR 601.2 ; 34 CFR 601.10 ; 668.14(b)(28)]	NA	NA	MSU Billings does not have a preferred lender list.	Financial Aid x2188	2018

Self-Certification Form [34 CFR 601.2; 34 CFR 601.11(d); 601.30; 668.14(b)(29)]	Prospective private education loan borrower	Form and information provided upon request to loan applicant	http://www.msubillings.edu/financial/Loans.htm	Financial Aid x2188	2018
Institutional Code of Conduct Information regarding private education loans, including the institution's code of conduct. [34 C.F.R. §§ 601.10, 601.11, 601.30, 668.14(b)(27)]	Prospective private education loan borrower	When providing private education loan information.	http://www.msubillings.edu/financial/forms/Alternative_loan_acknowledgement.pdf http://www.msubillings.edu/Financial/PDF/Code_OF_Conduct_042009.pdf	Financial Aid x2188	2018
Accreditation, Approval, and Licensure of Institution and Programs					
Accreditor and Licensure Information: names of associations, agencies, and/or governmental bodies that accredit, approve, or license the institution and its programs; and procedures for obtaining or reviewing documents describing accreditation, approval, or licensing [34 C.F.R. §§668.41(a)-(d), 668.43(a)(6)]	Enrolled & prospective students	Made available through appropriate publications, mailings, or electronic media	http://www.msubillings.edu/assessment/	Vice Provost for Academic Affairs x2204	2018
Facilities and Services for Students With Disabilities					
Services and facilities available to students with disabilities, including students with intellectual disabilities [34 C.F.R. § 668.41 (a)-(d), 34 CFR 668.43, 34 CFR 668.231, 668.43(a)(7), HEOA Sec. 111 amended HEA Title I, Part C: added HEA 132(i)(1)(V) (20 U.S.C. 1015a(i)(1)(V))]	Enrolled & prospective students	Made available through appropriate publications, mailing, or electronic media	http://www.msubillings.edu/dss/	Disability Support Services x2283 DSS at City College 406-247-3029	2018
Copyright Infringement Policies and Sanctions/Computer Use and File Sharing					
Policies and sanctions related to copyright infringement , including a statement that unauthorized distribution of copyrighted materials, such as peer-to-peer file sharing. [34 C.F.R. § 668.43(a)(10)]	Enrolled & prospective students	Made available through appropriate publications, mailings, or electronic media	Information Technology: http://www.msubillings.edu/it/network/	Information Technology 406-247-5700	2018

Transfer Credit Policies and Articulation Agreements					
<p>Transfer of credits policies, including established criteria on transfer of credit earned at another institution, and a list of institution articulation agreements</p> <p>[34 C.F.R. § 668.43, 668.43(a)(11), HEOA Sec. 111 amended HEA Title I, Part C: added HEA 132(i)(1)(V) (20 U.S.C. 1015a(i)(1)(V))]</p>	Enrolled and prospective students	Made available through appropriate publications, mailings, or electronic media	<p>http://www.msubillings.edu/future/transferstudents.htm</p> <p>http://www.msubillings.edu/catalogs/</p> <ul style="list-style-type: none"> University 2018-19 (pp.19-23) City College 2018-19 (pp.16-20) 	Admissions & Records x2158 Vice Chancellor of Academic Affairs x2367	2018
<p>Required Written Arrangement Disclosures A description of any written arrangements that the institution has entered into under which another eligible institution provides part of an educational program.</p> <p>[34 C.F.R. § 668.43(a)(12)]</p>	Enrolled and prospective students	Upon Request	<p>MSUB currently has the following MOUs:</p> <ol style="list-style-type: none"> 1) Medical Laboratory Science Degree with University of North Dakota 2) Pharmacy Technician Certificate of Applied Science with Montana State University – Great Falls College 3) 3+2 Athletic Training Degree with Rocky Mountain College 	Admissions & Records x2158 Jacket Student Central x3000	2018
Diversity of Student Body					
<p>Information on diversity of the student body, including percentage of enrolled, full-time students who are male, female, self-identified members of a major racial or ethnic group, and Federal Pell Grant recipients</p> <p>[HEOA Sec. 488(a)(1)(E) amended HEA Sec. 485(a)(1), (20 U.S.C. 1092 (a)(1)): added HEA Section 485(a)(1)(Q)]</p> <p>[HEOA amendment effective August 14, 2008; DCL GEN 08-12, page 95]</p>	Enrolled and prospective students	Annually within time frame specified by Integrated Postsecondary Education Data System (IPEDS)	<p>See MSUB specific information on IPEDS Data Center College Navigator: https://nces.ed.gov/collegenavigator/?q=montana+state+university+billings&s=all&id=180179</p> <p>See City College specific information on IPEDS Data Center College Navigator: https://nces.ed.gov/collegenavigator/?q=city+college&s=MT&id=18017901</p>	Institutional Research 406-247-5752	2018

Student Outcomes					
Total current enrollment and percentage receiving Title IV, HEA program aid	Enrolled students, employees, ED, and the public	Annually via Integrated Postsecondary Education Data System (IPEDS)	See MSUB specific information on IPEDS Data Center College Navigator: https://nces.ed.gov/collegenavigator/?q=montana+state+university+billings&s=all&id=180179 See City College specific information on IPEDS Data Center College Navigator: https://nces.ed.gov/collegenavigator/?q=city+college&s=MT&id=18017901	Institutional Research 406-247-5752	2018
Student Right-to-Know Act Disclosures: Completion or graduation rates and, if applicable, transfer-out rates for a specific cohort of the general student body (as reported to IPEDS), and job placement rates of graduates, provided to current and prospective students; if to a prospective student, provided prior to the student's enrolling or entering into a financial obligation to the institution [34 C.F.R. § 668.45 ; 668.8(b)(1)(ii) , 668.41(a)-(d)].	Enrolled and prospective students	Annually within time frame specified by Integrated Postsecondary Education Data System (IPEDS) for reporting completion or graduation rate data	See MSUB specific information on IPEDS Data Center College Navigator: https://nces.ed.gov/collegenavigator/?q=montana+state+university+billings&s=all&id=180179 See City College specific information on IPEDS Data Center College Navigator: https://nces.ed.gov/collegenavigator/?q=city+college&s=MT&id=18017901 Graduate Survey (employment and/or continuing education): http://www.msubillings.edu/careers/graddata.htm	Institutional Research 406-247-5752 Advising & Career Services x2240	2018
Retention Rate Report to IPEDS [34 CFR 668.41]	Enrolled and prospective students	Enrolled students: Information must be readily available Prospective students: Must make information available prior to enrolling or entering into any financial obligation with the institution	See MSUB specific information on IPEDS Data Center College Navigator: https://nces.ed.gov/collegenavigator/?q=montana+state+university+billings&s=all&id=180179 See City College specific information on IPEDS Data Center College Navigator: https://nces.ed.gov/collegenavigator/?q=city+college&s=MT&id=18017901	Institutional Research 406-247-5752	2018

Gainful Employment Program Disclosures [34 C.F.R. § 668.6(b)]	Enrolled and prospective students, current and prospective employee, the public, etc.	Annually	http://www.msubillings.edu/citycollege/Gainful_Employment.htm	Financial Aid x2188 Institutional Research x 247- 5752 Jacket student Central x3000	2018
Privacy of Student Records					
FERPA Rights: Annual notice to eligible students currently in attendance, of their rights under Family Educational Rights and Privacy Act (FERPA). [34 C.F.R. Part 99, § 668.41(c)]	Eligible students currently in attendance	Made available annually through appropriate publications, mailings, or electronic media	http://www.msubillings.edu/stuaf/f/ferpastudents.htm	Admissions & Records x2158	2018
Gramm-Leach-Bliley Act: The institution’s comprehensive information security program regarding establishing and maintaining the nonpublic personal information and/or Personally Identifiable Information (PII) pertaining to students, parents, or other individuals that the institution has in its possession. <i>[FTC regulations: 16 CFR 313.3(n) and 16 CFR 314.1–5, Gramm-Leach-Bliley Act: Sections 501 and 505(b)(2), and U.S. Code: 15 USC 6801(b), 6805(b)(2)]</i>	Enrolled and prospective students, current and prospective employee, and the public.	Made available through appropriate publications, mailings, or electronic media	Information Technology Policies: http://www.msubillings.edu/it/is/policies/enterprise/index.htm	Information Technology 406-247-5753	2018
Textbook Information					
Textbook cost savings programs	Enrolled students	Made available through appropriate publications, mailings, or electronic media	Used and Rental options may be available. Contact the Campus Store for more information: www.jackets-and-company.com	Jackets & Company x2121	2018
Textbook Pricing Information [HEOA Sec. 112 amended HEA Title I, Part C: added HEA Sec. 133(e); (20 U.S.C. 1015b) , DCL GEN 08-12, page 35]	Enrolled students	Each academic period	Textbook pricing is available online through the Campus Store webpage: www.jackets-and-company.com , under the heading “Textbooks”	Jackets & Company x2121	2018

Teacher Preparation Program Report					
<p>Teacher Preparation Report If the institution prepares teachers for initial state certification or licensure, the annual Teacher Preparation Report.</p> <p>[HEOA Sec. 201 amended HEA Title II, Part A: new HEA Sec. 205-208; 20 U.S.C. 1022d-1022g; DCL GEN 08-12, page 48;</p>	Title II Report Card	Provide Report to general public	http://www.msubillings.edu/coe/accreditation.htm	College of Education Assessment & Accreditation Coordinator x2319	2018
Athletics Information					
<p>For an institution that offers athletically related aid, report of completion and graduation rates for student athletes</p> <p>[34 C.F.R. §§ 668.41(a), 668.41(f), 668.45, 668.48].</p>	Enrolled and prospective students	Made available through appropriate publications, mailings, or electronic media	http://msubsports.com/documents/2017/5/24/Academic_Success_Rate_Report_2007_2010.pdf?id=2385 http://msubsports.com/documents/2017/5/24/Graduation_Rates_2010_2011_.pdf?id=2386	Office of Intercollegiate Athletics x2369	2018
<p>For coeducational institutions with intercollegiate athletic programs, an <i>Equity in Athletics Report</i> notice provided at least once per year to all students and prospective students of a summary of the report and their right to request a full report</p> <p>[34 C.F.R. § 668.41(g), 668.47]</p>	Enrolled and prospective students	Annually	http://msubsports.com/documents/2016/9/21/EADA_Data_2015_.pdf?id=2258	Office of Intercollegiate Athletics x2369	2018
Facilities and Services for Veteran Students					
<p>Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses and Other Family Members</p> <ol style="list-style-type: none"> 1. Shopping Sheet 2. TIV Loans Benefits & Private Education Loans 3. Veterans Educational Benefits 4. Transfer Credit Evaluations – also see “<i>Transfer Credit Policies</i>” section above 5. Degree Requirements (educational plans) – see “<i>Catalog(s) of the Institution</i>” section above 6. Leave of Absence for Veterans <p>Executive Order 13607; DCL GEN-12-10; DCL GEN-12-12; DCL GEN-12-17; Education Secretary Duncan’s July 24, 2012 Letter; Annotated Shopping Sheet</p>	Enrolled and prospective students	<p>1) Shopping Sheets are provided to all students in the financial aid section of their secure student online portal “myInfo”.</p> <p>2) Loan information available online and all students only pursuing a non-TIV education loan must complete the Alternative Loan Acknowledgement form</p> <p>#3-6 Available online</p>	<p>1)https://atlas.montana.edu:9003/pls/blagent/twbkwbis.P_GenMenu?name=homepage</p> <p>2)http://www.msubillings.edu/finaid/Loans.htm</p> <p>http://www.msubillings.edu/finaid/forms/Alternative_loan_acknowledgment.pdf</p> <p>3)http://www.msubillings.edu/future/student_services/adultvub.htm</p> <p>http://libguides.msubillings.edu/c.php?g=242183&p=1610191</p> <p>4)http://www.msubillings.edu/reg/MilitaryTranscripts.htm</p> <p>6)http://www.msubillings.edu/future/student_services/adultvub.htm</p>	<p>#1 & 2: Financial Aid X2188</p> <p># 3 & 4: Admissions & Records X2158</p> <p>#3 Library X2262</p> <p># 6: Admissions & Records X2158</p>	2018

Additional Required Disclosures					
Constitution and Citizenship Day: Documentation of the educational program offered by the institution pertaining to the United States Constitution [Division J of Pub. L. 108-447, the "Consolidated Appropriations Act, 2005," Dec. 8, 2004; 118 Stat. 2809, 3344-45 (Section 111)] Federal Register 5/24/2005	Enrolled students	Annually on September 17 th	Documentation of the required educational program can be requested from the office listed.	Center for Engagement x2320	2018
Voter Registration: Documentation of the institution's effort to distribute voter registration forms [HEOA Sec. 493(a)(1) amended HEA Sec. 487(a)(23) (20 U.S.C. 1094(a)(23)): added HEA Sec. 487(a)(23)(D), DCL GEN 08-12, page 68]	NA	NA	Per below website: "Regular voter registration closes at 5 p.m. thirty days before election day for most elections. Individuals can late-register at the county election office beginning the next day and through close of polls on election day." https://sosmt.gov/elections/vote/#where-do-i-register-to-vote	NA	2018
Foreign gifts or contracts worth more than \$250,000 within a calendar year	Department of Education (ED) 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 report available for public inspection and copying during business hours.	MSUB has never received foreign gifts or contracts worth \$250,000 and does not expect to in the future.	Montana State University Billings Foundation x2244	2018
Campus Office Hours: Information about the availability upon reasonable notice throughout normal administrative working hours of employees for information dissemination purposes, to prospective and enrolled students. [34 C.F.R. § 668.44]	Current and prospective students and employees, & the public.	Available on the department and office websites and the directory.	All offices/departments have the hours of operation and contact information posted their websites.	Each department or office.	2018
Student Activities Information [HEOA Sec. 111 amended HEA Title I, Part C: added HEA 132(i)(1)(V) (20 U.S.C. 1015a(i)(1)(V))]	Enrolled and prospective students	Made available through appropriate publications, mailings, or electronic media	http://www.msubillings.edu/studentlife/ http://www.msubillings.edu/engagement/student_life/orglist.htm https://ems.msubillings.edu/mastercalendar/	Housing & Residence Life x2320	2018