

# Student Address Policy

<b>Subject</b>	Academic Affairs
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## 100.00 Introduction

This policy governs the recording and maintenance of location data for all currently enrolled and prospective students in all course modalities. The policy also defines student location for purposes of student notification requirements for Professional Licensure Programs and waiving of certain student fees for students studying at a distance.

## 110.00 Scope

This policy applies to the following MSU Campuses:

- MSU Bozeman (including MSU Extension, Agricultural Experiment Stations, and Gallatin College.)

For the purpose of this policy, the term “University” means MSU Bozeman.

## 120.00 Applicability

This policy applies to all currently enrolled and prospective students of professional licensure programs in all course modalities. This policy also applies to students studying at a distance or courses that are located outside the defined distance within Montana such that a student will generally not be able to consume the services funded by the waived fees.

## 130.00 Applicable Law, Regulation, and Policy

In addition to this Policy, MSU processes and conduct are governed by:

- Federal regulations requiring institutions provide notifications for in-person and distance education programs leading to professional licensure as required by [34 CFR 668.43\(a\)\(5\)\(v\)](#) and [34 CFR 668.43\(c\)](#)
- MUS Board of Regents policy 940.3, allowing waiving of certain mandatory fees for students studying at a distance <https://mus.edu/borpol/bor900/940-3.pdf>

## 200.00 Definitions

**Enrolled Student:** students move from prospective to enrolled on the first day of class of their first term of enrollment.

**Professional Licensure Programs:** programs of study leading to professional licensure, e.g. Nursing, Teaching.

**Prospective Student:** for the purpose of this policy, indicates an individual who has been admitted to MSU but who has not yet enrolled or registered for coursework.

**State:** indicates a State of the Union, territory, or freely associated state of the United States, including American Samoa, the Commonwealth of Puerto Rico, the District of Columbia, Guam, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, and the Republic of Palau.

**Student Information System (SIS):** refers to MyInfo/Banner and is referenced by the acronym.

**Student Location:** is defined by the mailing address in the student information system and is applicable for both enrolled and prospective students.

## 300.00 Policy

The University is committed to recording and maintaining the location of students for the purposes of complying with the federal rules, a condition of Title IV eligibility (i.e., the ability to offer federal student aid), and Board of Regents Policy 940.3.

The principles and practices to comply with these regulations are contained in the *Principles and Practices for Student Location Data* document.

## 310.00 Students Studying at a Distance

With consideration for BOR Policy 940.3, a student will be considered studying at a distance if their mailing address is outside the zip code zone articulated in the [Principles and Practices for Student Location Data](#) document. Student location will be set on the census day.

## 400.00 Record Maintenance

The Undergraduate Admissions office, the Graduate School, and the Office of the Registrar will record and maintain current location records in the SIS.