



Consumer Information Disclosure Notice

In compliance with the Higher Education Act, Carroll College must annually distribute to all enrolled students a notice of the availability of information that is required to be made available to students under the Family Educational Rights to Privacy Act of 1974 (FERPA) and under HEA Sec. 485(a) (1), Sec. 485(f), Sec. 485(g), [Sec. 485(h)] and Sec. 485(j).

The Carroll College Financial Aid Office is staffed by 4 full-time employees:

Director – Janet Riis
Associate Director/Loans-Carol Will
Associate Director/Grants/Technology- Jaime Borrego
Coordinator-Lara Thomas

Phone Number: 1-800-992-3648 x 5424

Office Hours: M-F 8:30 am-5:00 pm (excluding holidays)
Summer Hours: M-F 8:00 am – 4:00 pm (excluding holidays)
Direct: 1-406-447-5425
Fax: 1-406-447-5187
Email: fao@carroll.edu

Notice of availability of Institutional and Financial Aid Information

Students accepted for admission and currently enrolled students who have processed FAFSA results on file at Carroll College receive notice of financial aid offer in mid-March annually. The aid offer letter notification lists costs for the academic year, and the amount and types of institutional and federal aid for which the student is eligible. New students receive a paper aid offer letter notification and currently enrolled students receive an electronic aid offer letter notification. Information in regard to the types of institutional and federal aid is published in the Carroll Catalog, which is available online at: <http://carroll.smartcatalogiq.com/current/Academic-Catalog>. Paper copies of the Catalog are available upon request from the Registrar's Office.

Student Financial Aid Information

At Carroll, there are a number of resources available to you, even if you and your family can only afford to pay a portion of your college expenses. Financial aid options include loans, grants, scholarships, and work-study programs. Carroll offers generous academic scholarships. All prospective freshmen who have applied and been accepted to Carroll are automatically considered for guaranteed merit scholarships and awards based on official high school transcripts and test scores. Prospective Transfer students are considered for guaranteed merit scholarships based on official college transcripts and college GPA. In addition to merit awards, students who complete the Free Application for Federal Student Aid (FAFSA) may be eligible for both federal and institutional need-based and or/non-need based aid. Additional information about institutional and federal financial aid is published in the Carroll Catalog, which is available online at: <http://carroll.smartcatalogiq.com/current/Academic-Catalog>. Paper copies of the Catalog are available upon request from the Registrar's Office. Additional information is also available on the Financial Aid website at: <https://www.carroll.edu/admission-aid/scholarships-aid>

Facilities and Services for Students with Disabilities

In recognizing the unique value of each human being, the Carroll College Mission Statement is in accord with the spirit of both Section 504 Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Carroll's Accessibility Services Coordinator, in cooperation with other campus departments, coordinates assistance for students with special needs during their academic careers. Specifically, Carroll offers the following services to students with disabilities: Personal counseling from the staff in the Wellness Center; Coordinating accommodations with faculty for students with disabilities and special needs in the classroom, as necessary, e.g., administering tests at the Saints Success Center, additional time for tests, or other adjustments, such as (but not limited to) peer note-takers, alternative textbook formats, and other reasonable accommodations that ensure equal access to the educational experience; Course substitutions, credit reductions, course requirement waivers, if deemed appropriate by the Vice President for Academic Affairs. Such accommodations will be coordinated with the student, the student's academic advisor, and Dr. Kathy Gilboy, Accessibility Services Coordinator. Additional information on student requirements is outlined in the Academic Catalog and the Accessibility page. The Catalog is available online at: <http://carroll.smartcatalogiq.com/current/Academic-Catalog>. The Accessibility page is available at: <https://www.carroll.edu/about/accessibility>. Paper copies of the Catalog are available upon request from the Registrar's Office. Details are available in the Student Handbook at <http://carroll.smartcatalogiq.com/current/Student-Handbook>. Paper copies of the Handbook are also available upon request in the Student Life Office.

Cost of Attendance

The cost of attendance for academic year 2021-2022 is as follows:

Full Time Tuition	\$36,906
Room and Board	\$10,416 (double room freshman dorm & full meal plan)
Fixed Fees	\$1,200
Books & Supply Allowance*	\$ 800
Personal Expense Allowance*	\$ 1,700
Transportation Allowance*	\$ 1,400
Loan Fee	\$ 68
Total Cost of Attendance	\$52,490

**These figures are allowances not billed directly to the student. They are utilized in order to come up with a total cost of attendance for budgeting financial aid. The Cost of Attendance is listed on the Carroll website at:*

<https://www.carroll.edu/business-office/cost-attendance> and <https://www.carroll.edu/admission-aid/tuition-fees>

Paper copies of the Cost of Attendance are available upon request from the Financial Aid Office.

Refund Policy, Requirements for Withdrawal and Return of Title IV, HEA Financial Aid

The purposes and intent of this policy are to provide guidance as to how Carroll College will calculate the amount of Institutional and Federal Title IV funds to be returned for a student who has withdrawn from all classes, inform interested parties of the methods and procedures used to calculate the amount, provide a fair and equitable policy,

and provide a policy that conforms to federal regulations and the intent of those regulations. This policy governs the return of Institutional and Federal Title IV funds disbursed for a student who completely withdraws from a term, payment period, or period of enrollment. It does not apply to students who have dropped some classes but remain enrolled in other classes at or through Carroll. A student is considered to have withdrawn from a period of enrollment or payment period if they do not complete all the days in the period of enrollment or payment period that they were scheduled to complete. This applies whether or not the period includes modules, and for any program format. The general assumption is that a student earns aid based on the period of time he/she remained enrolled. Institutional aid follows the Business Office tuition refund policy. The full Refund and Return of Title IV Funds Policy is available in the Carroll Catalog which is available online at: <http://carroll.smartcatalogiq.com/current/Academic-Catalog>. Paper copies of the Catalog are available upon request from the Registrar's Office. The policy is available on the Consumer Information web page at: <https://carroll.edu/about/consumer-information>. Paper copies of the Refund and Return of Title IV Funds Policy are available upon request from the Financial Aid Office.

Academic Program (Educational Programs, Instructional Facilities, and Faculty)

Academic programs, instructional facilities and faculty are listed in the Carroll Catalog which is available online at: <http://carroll.smartcatalogiq.com/current/Academic-Catalog>. Paper copies of the Catalog are available upon request from the Registrar's Office.

Transfer of Credit Policies

The following criteria will be used to determine whether or not a course from another college will be accepted for transfer credit at Carroll:

1. The course in question must be from a college or university that is institutionally accredited by one of the following accrediting agencies*:
 - Accrediting Commission for Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges
 - Higher Learning Commission (HLC)
 - Middle States Commission on Higher Education (MSCHE)
 - New England Commission of Higher Education (NECHE)
 - Northwest Commission on Colleges and Universities (NWCCU)
 - Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
 - WASC Senior College and University Commission (WSCUC)

**Transfer courses from colleges and universities outside the U.S. will also be considered for credit, as long as the institution holds an equivalent accreditation status as verified by a Carroll-recognized study abroad partner organization or a foreign credential evaluation service such as InCred (www.incredevals.org).*

2. The student must have received a "C-" or better in the course; the only credits transferred for courses taken on a pass/fail basis will be those with a grade of "P" (pass);
3. A maximum of 62 lower level credits (100-200 level) towards the academic program may be transferred into Carroll College;
4. At least one-half of the credits required in the major and minor must be taken at Carroll College;
5. Of the final 45 semester credits earned toward the degree, a minimum of 30 semester credits must be earned at Carroll College; see requirements for graduation as described in the Catalog;

6. Two semesters or the equivalent in physical education activity courses may be transferable;
7. Courses taken on a pass/fail basis will not be accepted into the major, minor, or Core Curriculum. No more than two such courses will be allowed toward graduation, whether they are taken at another institution or at Carroll;
8. Grades earned at other institutions are not calculated into the Carroll College grade point average;
9. Any postsecondary coursework taken within 15 years of being admitted or readmitted to the campus will be included in the transfer analysis of undergraduate Core requirements, courses required for a major, minor, or certificate, and elective credits, unless otherwise excluded or limited by institutional or departmental policy;
10. Coursework that falls outside the 15 year guarantee period may be included in the evaluation, at the discretion of the Registrar and appropriate department chair;
11. Graduate level coursework will not transfer toward undergraduate programs. For graduate level programs, see full policies regarding Transfer of Graduate Level Credits in the Graduate Programs Bulletin;
12. Students are responsible for sending an original translated copy of their foreign transcripts directly to the Registrar's Office.

The full transfer credit policy is published in the Carroll Catalog which is available online at :

<http://carroll.smartcatalogiq.com/current/Academic-Catalog>. Paper copies of the Catalog are available by request from the Registrar's Office.

Study Abroad

Enrollment in a program of study abroad approved for credit by the home institution may be considered enrollment at the home institution for the purpose of applying for assistance under the FSA programs.

Articulation Agreements

3-2 Engineering, Major in Engineering Mathematics

The purposes of the 3-2 program are to provide the student with a traditional engineering education augmented with a strong liberal arts background and to provide a broader and deeper exposure to mathematics and its applications than would ordinarily be possible in a four year engineering program. A student who completes the requirements for the 3-2 Engineering Major in Engineering Mathematics earns two degrees:

1. A Bachelor of Arts degree with a major in Engineering Mathematics from Carroll College, and
2. A Bachelor of Science degree with a major in a selected field of engineering (e.g., mechanical engineering) from one of the following affiliated engineering schools:

Columbia University, New York, NY; The University of Notre Dame, South Bend, IN; The University of Southern California, Los Angeles, CA; Gonzaga University, Spokane, WA; Montana Tech of the University of Montana, Butte, MT; Montana State University, Bozeman, MT.

Engineering fields, which 3-2 students may select, include the following:

Aerospace Engineering, Biological Engineering, Biomedical Engineering, Chemical Engineering, Civil Engineering, Computer Engineering, Electrical Engineering, Engineering Mechanics, Engineering Science, Environmental Engineering, Geological Engineering, Geophysical Engineering, Industrial Engineering, Material Science Engineering, Mechanical Engineering, Metallurgical Engineering, Mineral or Mining Engineering, Nuclear Science and Engineering, Operations Research,

Petroleum Engineering.

Under the 3-2 program, a student attends Carroll College for three years and then selects and transfers to one of six affiliated engineering schools for two years of study. Upon successful completion of the five-year program, the student receives a Bachelor of Arts degree with a major in engineering mathematics from Carroll College and a Bachelor of Science degree with a selected engineering major from the engineering school. Program requirements are available in the Carroll Catalog which is available online at: <http://carroll.smartcatalogiq.com/current/Academic-Catalog>. Paper copies of the Catalog are available upon request from the Registrar's Office.

3 + 2 Civil Engineering Degree with St. Edward's University in Austin, TX

Carroll College and St. Edward's University have established a combined degree program to provide engineering degree opportunities for St. Edward's University students. Each student enrolled in the Program will be required to first attend St. Edward's for approximately three (3) years, completing 96 semester credits, and then Carroll College for at least two (2) years and completing 59.5 semester credits. After completing the academic requirements of both institutions, the student shall be awarded a Bachelor of Science in Mathematics degree from St. Edward's and the Bachelor of Science Degree in Civil Engineering from Carroll College.

3 + 3 with UM Law School

Carroll College is partnering with UM's Alexander Blewett III School of Law to offer a "3+3" dual-degree program. Students in the program attend Carroll College for three years and then matriculate to the Missoula law school to complete their three-year law degree. The 3+3 Program enables Carroll College students to complete both a baccalaureate degree and Juris Doctorate in six years rather than the typical seven years.

4 + 1 with Public Administration, UM Law School

The University of Montana School of Law's Master of Public Administration Program established a partnership with Carroll College's Department of Political Science to offer the first-ever "4+1" program in Montana. The program will allow participating students to complete their bachelor and MPA degrees in five years instead of the traditional six or more.

Online Consortium of Independent Colleges & Universities (OCICU)

Carroll College is a member of the OCICU course sharing consortium. This means that some online courses offered to students may be delivered by other OCICU members. OCICU is managed by Higher Learning Partners of Regis University in Denver, Colorado.

Copyright Infringement Policies and Sanctions (including computer use and file sharing)

It is the policy of Carroll College to respect copyright law. Materials that are distributed digitally, either on media or via download, including, but not limited to, software, music, books, movies and/or images are subject to copyright. The College will not tolerate copyright infringement that occurs on the Carroll College network. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For

"willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at: www.copyright.gov/help/faq. Carroll College reserves the rights to block sites and applications that allow for file sharing or downloading that constitutes copyright infringement. Numerous websites exist that allow for legal downloads for software, music, books, movies and images. Contact Campus Computing and Information Technology at 406-447-4357 for more information. This policy is published in the Carroll Catalog, which is available online at: <http://carroll.smartcatalogiq.com/current/Academic-Catalog>. Paper copies of the Catalog are available upon request from the Registrar's Office. This policy is also published in the Student Handbook, which is available online at: <http://carroll.smartcatalogiq.com/current/Student-Handbook>. Paper copies of the Handbook are available upon request from the Student Life Office.

Written Arrangements

Any academic program requiring a written arrangement with another entity is outlined in the Carroll Catalog. The Catalog is available online at: <http://carroll.smartcatalogiq.com/current/Academic-Catalog>. Paper copies of the Catalog are available upon request from the Registrar's Office.

Blanket contractual agreements for full-time, on-site, study abroad enrollment are offered for exchange programs (current home costs). Study abroad transportation and incidentals vary based upon the location of the study abroad program.

Carroll College semester exchange opportunities are available with the following institutions:

- APU – Asia Pacific University in Beppu, Japan
- KGU – Kumamoto Gakuen University in Kumamoto, Japan
- CUK – The Catholic University of Korea in Seoul, Korea
- NUI - National University of Ireland, Galway, Ireland
- UPC- Universidad Pontificia Comilla in Madrid, Spain
- UiB - University of Bergen - Norway
- UE - University of Exeter, United Kingdom
- UCO – Universite Catholique de l'Ouest in Angers, France
- USM – Universidad Tecnica Federico Santa Maria in Valparaiso, Chile

Students who participate on a CC exchange program pay tuition and fees to Carroll College. Housing and meals are paid in the host country. Merit and federal aid apply.

ISEP – International Student Exchange Programs

This International Student Exchange Program is a network of over 300 U.S. Colleges (including Carroll College) with placements at more than 50 international institutions. Our membership in ISEP allows Carroll students to participate in any of the ISEP exchange programs for the cost of their Carroll tuition plus room and board and fees. Merit and federal aid apply.

Carroll also offers study abroad programs with partner schools in England, Ireland, Italy and Morocco. Students pay a Program Fee to Carroll College to which federal financial aid may be applied.

- Summer in CAMBRIDGE: Magdalene College Cambridge. ISI is a four-week university-level program aimed at those with an academic or professional interest in intelligence and contemporary security threats. It offers a unique opportunity to work with leading practitioners and academics from the security and intelligence worlds. Uniquely, this international security and intelligence program hosts a 2-day conference.
- Summer in OXFORD: Exeter College Oxford. The six-week Summer Program at Exeter College, Oxford is a unique opportunity for Carroll students to experience undergraduate life at one of the most prestigious universities in the world, the University of Oxford. Exeter College is one of the constituent colleges of the University of Oxford and the fourth oldest college of the University, having been founded in 1315. This program is highly competitive and it is recommended that students apply early as the program fills quickly.
- The Siena Italian Studies program, in Siena, Italy: SIS uses a fully-immersive program that includes content courses, Italian language, host family stay and a required service learning placement. 8-week summer program.
- Carroll College serves as the School of Record for the Meknes Studies Center in Morocco. All coursework offered on this program is accredited by Carroll College. Core courses, including many international relations offerings, are rounded out with French and Arabic language studies. No previous language experience is necessary. Semester or summer. See next section below for more information.
- National University of Ireland, Galway, Ireland. NUI offers 4-week summer programs in Irish Language, Irish Studies or Ecology. Courses offered in Irish language, Irish history, literature, introduction to art, creative writing, Gaelic culture, ecology and more. No previous language experience is necessary. Summer.

ISA – International Studies Abroad (by WorldStrides)

Meknes, Morocco - In May of 2014, Carroll College entered into an agreement with International Study Abroad (ISA) to serve as the “school of record” for courses taught at the ISA Meknes, Morocco Study Site. Carroll only awards credits for these courses taught at this site to students who have been accepted by ISA to study at this center. These courses and the credentials of the Meknes instructors have undergone a thorough review by a faculty committee and meet Carroll curriculum requirements. The agreement to award credit follows the best practice standards set forth in the Forum on Education Abroad Guidelines for School of Record Relationships, as well as the requirements outlined in the policy on Contractual Relationships with Organizations Not Regionally Accredited established by Carroll’s regional accreditor, the Northwest Commission on Colleges and Universities.

ISA Service-Learning - In an effort to support the internationalization of American education, Carroll College has agreed to serve as the University of Record for American students who enroll as visiting, non-degree seeking students at Carroll College and participate in Service Learning programs offered through International Studies Abroad, LLC.

ISA Internships - In an effort to support the internationalization of American education, Carroll College has agreed to serve as the University of Record for American students who enroll as visiting, non-degree seeking students at Carroll College and participate in ISA Internship programs offered through International Studies Abroad (ISA).

Paper copies of exchanges are available upon request from the Education Abroad Office. Other written agreements are available upon request from the Office of Academic Affairs.

Dual Enrollment Agreements

Carroll College has partnered with Helena-area high schools to offer dual-enrollment credit to qualified juniors and seniors in high school. Written arrangements exist with Helena Public Schools, Loyola Sacred Heart High School of Missoula, and St. Andrew School of Helena. Some courses in math are offered on the high school campuses, and many other courses are available at Carroll College. Students complete a special non-degree application and completed courses are recorded on the Carroll College transcript.

Concurrent Agreements

Carroll College has partnered with Helena College to offer Helena College students the opportunity to enroll in select courses at Carroll College while paying their normal Helena College fees.

Institutional and Program Accreditation, Approval, or Licensure

Carroll College is accredited by the Northwest Commission on Colleges and Universities, an institutional accreditation body recognized by the Council of Higher Education Accreditation and/or the Secretary of the U.S. Department of Education. Complaints may be submitted to accreditation agencies at the addresses listed within this paragraph. The Northwest Commission on Colleges and Universities is located at: 8060 165th Ave NE, Suite 100, Redmond, WA 98052-3981. Please review Carroll's [professional licensure disclosure page](#) for updated and detailed information for each applicable academic program.

Montana is a member of NC-SARA, an agreement among member states, districts and territories that establishes comparable national standards for interstate offering of postsecondary distance education. Carroll College is obligated to disclose whether our face-to-face and online programs that lead to professional licensure or certification meet individual state standards of our student's home states. You can view [NC-SARA's professional licensure directory](#) and below are disclosures for individual states and programs.

Notice of Federal Student Financial aid Penalties for Drug Law Violations

The Higher Education Act of 1965 as amended (HEA) suspends aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid (grants, loans, and/or work-study). This notice is published in a separate written disclosure which is distributed to each enrolled student annually, and is posted on the Student Financial Aid Award STEP 1 pages. The STEP 1 pages are available online at:

<https://www.carroll.edu/financial-aid-award-steps/step-1-current-student-financial-aid-information> (current students)

and <https://www.carroll.edu/financial-aid-award-steps/step-1-student-financial-aid-award-info> (new students). Paper

copies of the Notice of Federal Student Financial Aid Penalties for Drug Law Violations are available upon request from the Financial Aid Office.

Vaccination Policies

Each full-time student must have a completed health form and validated immunization record on file at the Wellness Center. All students born after January 1, 1957, must provide proof of having had two MMR (measles, mumps, rubella) vaccines, one meningitis (Menactra/Menveo) vaccine within the last 5 years, a Tdap or Td booster within 10 years, the polio series, and a PPD TB (tuberculosis) test within one year of attending Carroll. Students born before January 1, 1957 must provide proof of having had the disease, or a titre to prove immunity is required. In addition, Carroll College strongly encourages you to have these immunizations: Hepatitis B vaccine (series of three), flu vaccine, pneumococcal vaccine, and chicken pox. These vaccines are available at the Health Center on campus throughout the academic year. The full policy is listed in the Student Handbook, which is available online at: <http://carroll.smartcatalogiq.com/current/Student-Handbook>. Paper copies of the Handbook are available upon request from the Student Life Office.

College Navigator

The College Navigator web link (<http://nces.ed.gov/collegenavigator/>) is listed on the Carroll College Consumer Information web page at: <https://www.carroll.edu/about/consumer-information>. Paper copies of College Navigator results are available upon request from the Financial Aid Office.

Student Body Diversity Fall 2016

Enrollment 1,295

Male/Female 37%/63%

The Student Body Diversity statistics are posted on the Consumer Information website at:

<https://www.carroll.edu/about/consumer-information>

Paper copies of the Student Body Diversity Fall 2014 Report are available upon request from the Office of Institutional Effectiveness.

Net Price Calculator

Carroll College provides a Net Price Calculator tool online at:

<https://www.carroll.edu/scholarships-aid/net-price-calculator> The Net Price Calculator Tool was created to offer prospective freshman students a quick estimate of their federal expected family contribution (EFC) so they can determine true out-of-pocket costs for attending Carroll. This calculator is designed to provide an **estimate** of financial aid eligibility for prospective freshman students. Results are based on the current academic year Cost of Attendance figures and student aid eligibility requirements. Financial aid calculations are based on limited information and do not guarantee a specific financial aid offer. Eligibility for federal and institutional financial aid is based on official FAFSA results. Factors such as student income, untaxed income, student and parent assets, cash and savings, and actual taxes paid are used when determining a student's eligibility. Users of the calculator may print paper copies of their results from the Net Price Calculator website.

Textbook Information

The Carroll College Saints Shoppe textbook page is displayed in the course section information of the internet course

schedule used for pre-registering or registering for courses; students access the course schedule and bookstore information through Carroll Self-Service/Student Planning. The International Standard Book Number (ISBN) and pricing information of required recommended textbooks and supplemental materials for each course listed, to the extent the disclosure information is determined to be “practicable,” will be displayed on the Saints Shoppe online textbook page. The site will include the author, title, publisher, and copyright date for the textbook or supplemental material. Printed and PDF course schedules also display a link to the Saints Shoppe Textbook page. The Saints Shoppe Textbook page is available online at: <http://saintsshoppe.carroll.edu/>.

Disbursement for Books and Supplies (Return of Credit Balances)

Students who receive loans, grants, or scholarships that are greater than the cost of tuition, fees, and room and board receive a refund after the funds are applied. During drop/add week, students with a credit balance may request to use their credit, up to \$625, at the Bookstore by obtaining a Book Voucher from the Business Office. Students who choose to have a credit balance remain on their account must sign a request form in the Business Office every academic year. The full policy is published in the Carroll Catalog which is available online at:

<http://carroll.smartcatalogiq.com/current/Academic-Catalog>. Paper copies of the Catalog are available by request from the Registrar’s Office.

Title II Teacher Preparation Report Card

Carroll College submits an annual Title II Teacher Preparation Report Card to the State of Montana. The report is available on the Consumer Information web page at: <https://www.carroll.edu/about/consumer-information>. Paper copies of the Title II Teacher Preparation Report Card are available upon request from the Financial Aid Office.

Voter Registration Forms

Voter Registration Forms are available in the Registrar’s Office. The Registrar’s Office sends an electronic voter registration notification to each enrolled student each semester. Paper copies of Voter Registration Forms are available upon request from the Registrar’s Office.

Constitution Day

Each year Carroll College presents a reading of the Constitution to commemorate the September 17, 1787 signing of the Constitution. The reading is held annually on September 17th unless this date falls on a weekend or holiday, then the reading is done either the preceding or following week.

Drug and Alcohol Abuse Prevention

The Drug and Alcohol Abuse Prevention Program is outlined in the Student Handbook, which is available online at: <http://carroll.smartcatalogiq.com/current/Student-Handbook>. Carroll also posts Alcohol and Drug Abuse Prevention information on the web at: <https://www.carroll.edu/wellness-center/counseling-services>. Paper copies of the Handbook are available upon request from the Student Life Office.

Drug and Alcohol Abuse Prevention Program Notice to Current Employees

The Employee Drug and Alcohol Abuse Prevention Program Notice is also included in new employees packets; is located on the employee portal; and is posted online in the Consumer Information Directory at:

<https://www.carroll.edu/about/consumer-information>. Paper copies of the Drug and Alcohol Abuse Prevention Program Notice are available upon request from the Human Resource Office.

Notice of Federal Student Financial Aid Penalties for Drug Law Violations

The Higher Education Act of 1965 as amended (HEA) suspends aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid (grants, loans, and/or work-study). This notice is posted on the Student Financial Aid Award Steps pages which are available online at:

<https://www.carroll.edu/financial-aid-award-steps/step-1-student-financial-aid-award-info>. The Notice is included in the Student Handbook, which is available online at: <http://carroll.smartcatalogiq.com/current/Student-Handbook>. Paper copies of the Student Handbook are available upon request from the Student Life Office.

The General Student Body Enrollment Report

The General Student Body Enrollment, which is also reported annually through IPEDS and the Common Data Set, is available online at:

<https://www.carroll.edu/about/consumer-information>. Paper copies of the Report are available upon request from the Office of Institutional Effectiveness.

Completion/Graduation and Transfer-out Rates (including disaggregated completion/graduation rates) for Students

Receiving Athletically Related Student Aid Completion/Graduation and Transfer-out Rates for Students receiving Athletic Related Student Aid are available at:

<http://www.carroll.edu/about/consumer-information>

Intercollegiate Athletic Program Participation Rates and Financial Support Data (Equity in Athletics Report)

Intercollegiate Athletic Program Participation Rates and Financial Support Data is reported annually through the Equity in Athletics Report which is posted on the Consumer Information web page at:

<https://www.carroll.edu/about/consumer-information>. Paper copies of the Report are available upon request from the Business Office.

Completion/Graduation and Transfer-out Rates (including disaggregated completion/graduation rates)

Completion/Graduation and Transfer-out Rates are reported annually through IPEDS and are also posted on the Consumer Information web page at: <https://www.carroll.edu/about/consumer-information>

Placement in Employment

Placement in employment statistics are gathered through the annual graduate student survey. The report is posted in the Consumer Information web page at: <https://www.carroll.edu/about/consumer-information>. Paper copies of the Report are available upon request from the Office of Institutional Effectiveness.

Types of Graduate and Professional Education in Which the Institution's Graduates Enroll

Statistics on the types of graduate and professional education in which Carroll graduates enroll are gathered through the annual graduate student survey and are posted on the Consumer Information web page at:

<https://www.carroll.edu/about/consumer-information>. Paper copies of the Report are available upon request from the **Office of Institutional Effectiveness**.

Retention Rate

The Carroll College retention rate, which is also reported annually through IPEDS and the Common Data Set, is available online at: <https://www.carroll.edu/about/consumer-information>. Paper copies of the Report are available upon request from the Office of Institutional Effectiveness. ■

Annual Security and Annual Fire Safety Report

Carroll College is committed to assisting all members of the Carroll College community in providing for their own safety and security. The annual security and fire safety compliance document is available online at: <https://www.carroll.edu/public/annual-security-annual-fire-safety-report>. Paper copies of the Annual Security and Fire Safety Report are available upon request from the Student Life Office, 130 Borromeo Hall. The Annual Security and Fire Safety Report contains information regarding campus security and personal safety including topics such as: crime prevention, fire safety, campus security law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. The report also contains information about crime statistics for the three previous calendar years concerning reported crimes that occur on campus or immediately adjacent to and accessible from campus. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act, the college files an Annual Security and Fire Safety Report with the U.S. Department of Education by the October 1st deadline.

Missing Student Notification

The Missing Student Notification Policy is published in the Student Handbook, available online at: <http://carroll.smartcatalogiq.com/current/Student-Handbook>. The policy is also online through the Missing Person Notification web page at: <https://www.carroll.edu/emergency-protocols/missing-person>. Paper copies of the Student Handbook are available upon request from the Student Life Office.

Emergency Response and Evacuation Procedures

The Emergency Response and Evacuation Procedures are published in the Student Handbook, which is available online at: <http://carroll.smartcatalogiq.com/current/Student-Handbook>. Paper copies of the Student Handbook are available upon request from the Student Life Office.

Timely Warnings and Emergency Notifications

Timely Warnings

Carroll College will, in a manner that is timely, that withholds as confidential the names and other identifying information of victims, and that will aid in the prevention of similar crimes, report to the campus community on crimes that are: included in its campus crime statistics; reported to local police agencies or to campus security authorities (including, but

not limited to, Helena Police, Lewis and Clark County Sheriff's Department, and Securitas) and considered by the college to represent a threat to students and employees.

Timely warnings are posted through the Carroll website at:

<https://www.carroll.edu/safety-emergency-services/emergency-information>. This policy is published in the Student Handbook, which is available online at <http://carroll.smartcatalogiq.com/current/Student-Handbook>. Paper copies of the Student Handbook are available upon request from the Student Life Office.

Information for Crime Victims about Disciplinary Hearings

Carroll College must, upon written request, disclose to the alleged victim of any crime of violence or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by Carroll College on or after August 14, 2009. This policy is published in the Student Handbook, which is available online at: <http://carroll.smartcatalogiq.com/current/Student-Handbook>. Paper copies of the Student Handbook are available upon request from the Student Life Office.

Gainful Employment

Carroll College does not have any Title IV eligible Gainful Employment Programs.

Code of Conduct for Education Loans

The Carroll College Financial Aid Office Statement of Ethical Principles provides that the primary goal of the institutional financial aid professional is to help students achieve their educational potential by providing appropriate financial resources. The Code of Conduct Policy is posted on the Carroll website at: <https://www.carroll.edu/public/code-conduct>. Paper copies of the Code of Conduct are available upon request from the Financial Aid Office.

NSLDS

Title IV HEA Federal student and/or parent loans are submitted to the National Student Loan Data System (NSLDS), and will be accessible by guarantee agencies, lenders, and schools determined to be authorized users of the data system. This information is posted on the Carroll Federal Student Loan and Federal Parent Loan web pages at: <https://www.carroll.edu/financial-aid-award-steps/step-2-federal-student-loans>, and <https://www.carroll.edu/financial-aid-award-steps/step-3-parent-private-loans>. Paper copies of this disclosure are available upon request from the Financial Aid Office.

Preferred Lender Arrangements

Carroll College does not participate in preferred lender arrangements. Students are free to borrow from any lender they choose.

Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA)

Family Educational Rights and Privacy Act of 1974 as Amended

(Carroll's institutional policy, as published in the College Catalog: <http://carroll.smartcatalogiq.com/current/Academic-Catalog>)

The Family Educational Rights and Privacy Act (FERPA) (20 USC Section 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Additional information on FERPA is available online at:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Definitions of Terms

Student: Includes any person who attends or has attended Carroll College.

Education Records: Includes any record, with certain exceptions, maintained by Carroll College with a student's name, or students' names, on it. This includes files, documents, and materials in whatever medium (electronic, written, print, tapes, disks, film, microfilm, and microfiche) which contain information directly related to students and from which students can be individually identified. Exceptions are:

1. A personal record kept by the maker if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. An employment record of an individual whose employment is not contingent on the fact that he or she is a student.
3. Records maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, which are used solely in connection with the provision of treatment of a student and not disclosed to anyone other than individuals providing such treatment.
4. Alumni records which contain information about a student after he or she is no longer in attendance at Carroll College and which do not relate to the person as a student.
5. Law enforcement records.

Procedure to Inspect Education Records

Students may inspect and review their education records upon request to the appropriate record custodian. Students should submit to the record custodian a written request that identifies as precisely as possible the record or records he or she wishes to inspect. The record custodian will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records that relate to him or her.

Student Right to Know

Under the terms of the Student Right to Know Act, Carroll College maintains and reports the information to students according to federal guidelines. Statistical reports provided:

- Number of students receiving aid related to athletics reported by race and gender
- Graduation rate for athletes participating in specific sports reported by race and gender
- Graduation rate for students in general reported by race and gender
- Annual campus security report
- Financial assistance available to students enrolled at Carroll College.

Copies of these reports are available by contacting the Registrar's Office or online at:

<https://www.carroll.edu/about/consumer-information>

Right of Carroll to Refuse Access

Carroll College reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.

2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in file before January 1, 1975.
3. Records connected with an application to attend Carroll College if that application was denied.
4. Those records which are excluded from the FERPA definition of education records.

Refusal to Provide Copies

Carroll College reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

- * The student has an unpaid financial obligation to the College.
- * There is an unresolved disciplinary action against the student.

Fees for Copies of Records

A fee for copies may be charged.

Education Records

Types Location Custodian

Admission	Admission or Registrar	Admission Staff Registrar's Staff	O'Connell Hall O'Connell Hall
Academic	Registrar	Registrar's Staff	O'Connell Hall
Health	Wellness Center	Wellness Center Staff	Guadalupe Hall
Financial Aid	Financial Aid	Financial Aid Staff	O'Connell Hall
Financial	Business Office	Student Accounts Manager	O'Connell Hall
Progress	Saints Success Center	Academic Advising Staff	Borromeo Hall
	Accessibility Services	Coordinator	O'Connell Hall
	Academic Advisor	Advisor	Varies
	Registrar	Registrar's Staff	O'Connell Hall
Disciplinary	Student Life	Dean of Students	Borromeo Hall

Disclosure of Education Records

Carroll College will disclose information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records. A school official is:
 - A person employed by the College in an administrative, supervisory, academic, or authorized support staff position.
 - A person employed by or under contract to the College to perform a special task, such as the attorney or auditor.

A school official has a legitimate educational interest if the official is:

- Performing a task that is specified in his or her position description or by contract agreement.
 - Performing a task related to a student's education.
 - Performing a task related to the discipline of a student.
2. To certain officials of the U.S. Department of Education, Comptroller General, and state and local

educational authorities in connection with certain state or federally supported education programs.*

3. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
4. If required by state law requiring disclosure that was adopted before November 19, 1974.
5. To organizations conducting certain studies authorized by the College in compliance with FERPA guidelines.*
6. To accrediting organizations to carry out their functions.
7. To comply with a judicial order or a lawfully issued subpoena.
8. To appropriate parties in a health or safety emergency.
9. To an alleged victim of any crime of violence of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

* FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records—including your Social Security Number, grades, or other private information—may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Record of Requests for Disclosure

Carroll College will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, and additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student.

Directory Information

Carroll College designates the following items as college directory information: student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, thesis title, most recent previous school attended, and photograph. The College may disclose any of these items without prior written consent unless notified in writing to the contrary.

Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student must ask the custodian of the record to amend a record. In so doing, the student should identify the part of the record he or she wants changed and specify why he or she believes it is inaccurate, misleading, or in violation of his or her privacy or other rights.
2. Carroll College may comply with the request or it may decide not to comply. If it decides not to comply, Carroll College will notify the student of the decision and advise him or her of his or her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, Carroll College will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
5. Carroll College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If Carroll College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If Carroll College discloses the contested portion of the record, it must also disclose the statement.
8. If Carroll College decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

This policy is published in the Carroll Catalog which is available online at:

<http://carroll.smartcatalogiq.com/current/Academic-Catalog>. Paper copies of the Catalog are available upon request from the Registrar's Office.

Student Notification of FERPA Rights

(Written notice that is emailed to all currently enrolled students at census each semester)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age). These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Carroll College (the “school” or “institution”) receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
If Carroll College decided not to amend the record as requested, Carroll College will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the College discloses personally identifiable information (PII) from the student's education records, except when FERPA authorizes disclosure without consent. Carroll College discloses education records without a student’s prior written consent under FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically a person employed by Carroll College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on a board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Carroll College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of the PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education records in order to fulfill his or her professional responsibilities for Carroll College. Upon request, the school also may disclose education records without consent to officials of another school in which a student seeks or intends to enroll. Please see “Disclosures

Postsecondary Institutions May Make Without Consent” for more information about disclosures without prior written

consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Disclosure of Directory Information

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, does permit the release of information designated as “directory information” to third parties outside of the College without consent of the students. Carroll College designates the following categories of student information as public or directory information. Such information may be disclosed by the institution at its discretion.

Student name, including previous names and current enrollment, dates of attendance, class standing, previous institutions attended, major fields of study, awards, honors, degree(s) and date(s) conferred, and full-time or part-time status, addresses, telephone number, date and place of birth and past and present participation in officially recognized sports and activities, including physical factors (height, weight of student-athletes), and photographs.

Currently enrolled students may choose to disclose all or no directory information. To withhold disclosure, written notification must be received in the Registrar’s Office no later than October 1 for the fall semester or March 1 for the spring semester . Directory information will then be withheld indefinitely until the Registrar’s Office receives a written revocation of the request for nondisclosure from the student.

Please consider very carefully the consequences of your decision to withhold directory information. This decision will impact our ability to include your name in public announcements about honors and/or accomplishments as a Carroll student. Should you decide to inform the Registrar’s Office not to release directory information, any further requests for information from non-institutional persons or organizations will be refused until you notify the College in writing.

The College will honor requests to withhold directory information but cannot assume responsibility to contact the student for subsequent permission to release. Regardless of the effect upon the student, the institution assumes no liability as a consequence of honoring instructions that directory information be withheld. If the student does not return the Disclosure of Directory Information form to the Registrar’s Office by the specified date, the College will assume that permission has been granted to release all directory information.

A complete copy of Carroll College’s FERPA policy is available in the current College Catalog at:

<http://carroll.smartcatalogiq.com/current/Academic-Catalog>.

Please complete and sign the “FERPA Disclosure of Directory Information” form and return it to the Registrar’s Office by October 1 or March 1 of the current academic year. For more information, stop by the Registrar’s Office in O’Connell Hall or call us at (406) 447-5435.

Disclosures Postsecondary Institutions May Make Without Consent

FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within Carroll College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Consumer Information Disclosure Notice Disclaimer

This Carroll College Consumer Information Disclosure Notice is a document of record issued in 2021 for one year. This document contains current information as of the date it was submitted for print.

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