

# Consumer Information Directory

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The Carroll College Consumer Information Directory is designed as a quick reference tool for school personnel, prospective students and their families and other consumers. It is updated annually by the Financial Aid Office.

Contact us by phone, email or fax:

Toll Free: 1-800-992-3648 x 5425  
 Direct: (406) 447-5425  
 Fax: (406) 447-5187  
 Email: [fao@carroll.edu](mailto:fao@carroll.edu)

Office Hours: M-F 8:30am - 5:00pm (excluding holidays)  
 Summer Hours: M-F 8:00am - 4:00pm  
 Director: Janet Riis  
 Assoc. Director: Maria Larson  
 Assoc. Director: Carol Will  
 Coordinator: Lara Thomas

| General Institutional Information   |  |                                       |  |   |                    |
|---|--|---------------------------------------|--|---|--------------------|
| Disclosure  | Disclosure Recipient   | When disclosure must be made          | Location of Disclosure   | Office Contact                            | Last Updated       |
| <b>Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA)</b> |  |                                       |  |   |                    |
| <b>FERPA rights</b>   | Parents of students currently in attendance or eligible students currently in attendance | Annually                              | <a href="#">Carroll Catalog</a><br><a href="#">Student Handbook</a>  | Registrar x5435<br>Dean of Students x5434 | 2024-SE<br>2024-SE |
| <b>Facilities and Services for Students With Disabilities</b>                         |  |                                       |  |   |                    |
| <b>Services and facilities for students with disabilities</b>                         | Enrolled and prospective students  | Information must be readily available | <a href="#">Carroll Catalog</a><br><a href="#">Student Handbook</a><br><a href="#">Accessibility Website</a> | Registrar x5435<br>Dean of Students x5434 | 2024-SE<br>2024-SE |
| <b>Student Diversity</b>  |  |                                       |  |   |                    |
| <b>Diversity of student body</b>  | Enrolled and prospective students  | Upon request                          | <a href="#">Enrollment by Race and Gender Report</a>   | Institutional Research & Strategy x5414   | 2023               |

| General Institutional Information  |  |                                       |   |   |                                |
|--|--|---------------------------------------|---|---|--------------------------------|
| Disclosure   | Disclosure Recipient   | When disclosure must be made          | Location of Disclosure  | Office Contact  | Last Updated                   |
| <b>Diversity of student body for Pell Grant recipients</b>                               | Enrolled and prospective students                                      | Upon request                          | <a href="#">Enrollment by Race and Gender of students receiving Pell Grants</a>   | Institutional Research & Strategy x5414   | 2023                           |
| <b>Price of Attendance</b>   |  |                                       |   |   |                                |
| <b>Cost of attending the institution</b>   | Enrolled and prospective students                                      | Information must be readily Available | <a href="#">Carroll Catalog</a><br><a href="#">Yearly Costs webpage</a>   | Financial Aid x5425<br>Registrar x5435  | 2024-SE<br>2024-FAO            |
| <b>Net Price Calculator</b>  |  |                                       |   |   |                                |
| <b>Net Price Calculator</b>  | Enrolled and prospective students, their families, and other consumers | On-going                              | <a href="#">Net Price Calculator</a>  | Financial Aid x5425   | 2024-FAO                       |
| <b>Refund Policy and Requirements for Withdrawal and Return of Federal Financial Aid</b> |  |                                       |   |   |                                |
| <b>Refund policies</b>   | Enrolled and prospective students                                      | Information must be readily available | <a href="#">Carroll Catalog</a><br><a href="#">Financial Aid Forms Bank</a>   | Financial Aid x5425<br>Registrar x5435  | 2024-SE<br>2024-FAO            |
| <b>Official withdrawal procedures</b>  | Enrolled and prospective students                                      | Information must be readily available | <a href="#">Carroll Catalog</a><br><a href="#">Withdrawal Checklist</a><br><a href="#">Student Loan Contact Information</a><br><a href="#">Student Handbook</a> | Registrar x5435<br>Financial Aid x5425<br>Business Office x5419<br>Dean of Students x5434 | 2024-SE<br>2024-FAO<br>2024-SE |
| <b>Return of Title IV requirements</b>   | Enrolled and prospective students                                      | Information must be readily available | <a href="#">Carroll Catalog</a><br><br><a href="#">R2T4</a>   | Registrar x5435<br>Financial Aid x5425  | 2024-SE<br>2024-FAO            |

| General Institutional Information                                 |                                   |   |  |  |              |
|---|-----------------------------------|---|--|--|--------------|
| Disclosure  | Disclosure Recipient              | When disclosure must be made  | Location of Disclosure   | Office Contact                               | Last Updated |
| <b>Textbook Information</b>                                       |                                   |   |  |  |              |
| <b>Textbook cost savings programs</b>                             | Enrolled students                 | Institution is encouraged, not required, to disseminate information | Textbook pricing is available online through the <a href="#">Saints Shoppe</a> . Students may access the link through Self-Service/Student Planning. | Bookstore x5418                              | 2024-SE      |
| <b>Textbook Pricing Info.</b>                                     | Enrolled students                 | Each academic period  | Textbook pricing is available online through the <a href="#">Saints Shoppe</a> . Students may access the link through Self-Service/Student Planning. | Bookstore x5418                              | 2024-SE      |
| <b>Educational Program/Instructional Facilities/Faculty</b>       |                                   |   |  |  |              |
| <b>Academic programs, facilities, and instructional personnel</b> | Enrolled and prospective students | Information must be readily available                               | <a href="#">Carroll Catalog</a>  | Registrar x5435                              | 2024-SE      |
| <b>Course schedule information</b>                                | Enrolled and prospective students | Upon request  | <a href="#">Carroll Class Schedules</a>  | Registrar x5435                              | 2024         |
| <b>Transfer of Credit Policies and Articulation Agreements</b>    |                                   |   |  |  |              |
| <b>Transfer credit policies</b>                                   | Enrolled and prospective students | Information must be readily available                               | <a href="#">Carroll Catalog</a>  | Enrollment Services x4384<br>Registrar x5435 | 2024-SE      |

| General Institutional Information  |   |  |   |  |                    |
|--|---|--|---|--|--------------------|
| Disclosure   | Disclosure Recipient                        | When disclosure must be made   | Location of Disclosure                              | Office Contact   | Last Updated       |
| <b>Articulation Agreements</b>   | Enrolled and prospective students           | Information must be readily available  | <a href="#">Disclosure Notice</a>                   | Financial Aid x5425  | 2024-FAO           |
| <b>Accreditation, Approval, and Licensure of Institution and Programs</b>          |   |  |   |  |                    |
| <b>Accreditation and licensing of the institution</b>                              | Enrolled and prospective students           | Information must be readily available  | <a href="#">Carroll Catalog Accreditation page</a>  | Registrar x5435<br>Institutional Research & Strategy x5414 | 2024-SE<br>2024    |
| <b>Foreign gifts or contracts worth more than \$250,000 within a calendar year</b> | 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 | This does not apply to Carroll College              | Financial Aid x5425<br>Development x4491                   | 2024               |
| <b>Copyright Infringement-Policies and Sanctions/Computer Use and File Sharing</b> |   |  |   |  |                    |
| <b>Copyright and peer-to-peer file sharing issues</b>                              | Enrolled and prospective students           | Information must be readily available  | <a href="#">Carroll Catalog Student Handbook</a>    | Registrar x5435<br>Dean of Students x5434<br>CCIT x4357    | 2024-SE<br>2024-SE |
| <b>Student Activities</b>  |   |  |   |  |                    |
|  |   |  | <a href="#">Student Handbook Student Activities</a> | Dean of Students x5434                                     | 2024-SE<br>2024-SE |
| <b>Career and Job Placement Services</b>   |   |  |   |  |                    |
|  |   |  | <a href="#">Carroll Catalog Career Services</a>     | Registrar x5435<br>Career Services x5465                   | 2024-SE<br>2024-SE |

| General Institutional Information   |   |   |   |  |              |
|---|---|---|---|--|--------------|
| Disclosure  | Disclosure Recipient                    | When disclosure must be made  | Location of Disclosure                                  | Office Contact                         | Last Updated |
| <b>Teacher Preparation Program Report</b>   |   |   |   |  |              |
| <b>Teacher Education Preparation Program Report</b>                                     | Title II Report Card                    |   | <a href="#">Title II Report Card</a>                    | Education Department x4353             | 2024         |
| <b>Teacher Education for College and Higher Education (TEACH Grant) Exit Counseling</b> | TEACH Grant recipients                  | Shortly before student ceases attendance, or within 30 days of leaving school, withdrawing from a TEACH Grant eligible program, or completing correspondence, or study abroad program | <a href="#">Carroll Financial Aid web page</a>          | Financial Aid x5425                    | 2024-FAO     |
| <b>TEACH Grant initial counseling</b>   | First-time TEACH Grant recipients       | Prior to first disbursement of first TEACH Grant  | <a href="#">Carroll Financial Aid web page</a>          | Financial Aid x5425                    | 2024-FAO     |
| <b>TEACH Grant subsequent counseling</b>  | Prior TEACH Grant recipients            | Prior to first disbursement of each subsequent TEACH Grant  | <a href="#">Carroll Financial Aid web page</a>          | Financial Aid x5425                    | 2024-FAO     |
| <b>Student Financial Assistance</b>   |   |   |   |  |              |
| <b>Available financial aid</b>  | Enrolled and prospective students       | Information must be readily available   | <a href="#">Carroll Catalog Financial Aid web pages</a> | Registrar x5435<br>Financial Aid x5425 | 2024-FAO     |
| <b>State grant assistance</b>   | All enrolled eligible student borrowers | Timely so borrower can apply for available state aid  | Carroll does not receive any State grant assistance.    | Financial Aid x5425<br>Registrar x5435 | 2024         |
| <b>Rights and responsibilities of financial aid recipients</b>                          | Enrolled and prospective students       | Information must be readily available   | <a href="#">Carroll Catalog Financial Aid web pages</a> | Registrar x5435<br>Financial Aid x5425 | 2024-FAO     |

| General Institutional Information             |  |   |   |  |                     |
|---|--|---|---|--|---------------------|
| Disclosure                                    | Disclosure Recipient   | When disclosure must be made  | Location of Disclosure  | Office Contact                         | Last Updated        |
| <b>Satisfactory Academic Progress (SAP)</b>   | Enrolled and prospective students  | Information must be readily available   | <a href="#">SAP Carroll Catalog</a>   | Financial Aid x5425                    | 2024-FA<br>2024-SE  |
| <b>Verification requirements</b>              | Applicants selected for verification   | Timely so applicant can complete verification by verification deadline  | <a href="#">Carroll Catalog</a><br><a href="#">Financial Aid web page</a>   | Financial Aid x5425<br>Registrar x5435 | 2024-SE<br>2024-FAO |
| Student Loan Information                      |  |   |   |  |                     |
| <b>Entrance Counseling-Direct Loans</b>       | All “first-time” graduate PLUS borrowers and all “first-time” borrowers of Direct Subsidized Loan or Direct Unsubsidized Loan      | Prior to first disbursement of loan proceeds  | <a href="#">Financial Aid web pages</a>   | Financial Aid x5425                    | 2024-FAO            |
| <b>Exit counseling-Title IV loan programs</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 correspondence or study abroad program | <a href="#">Financial Aid web pages</a><br><a href="#">Stafford</a><br><a href="#">Perkins</a><br><i>In person group exit sessions done at end of each semester</i> | Financial Aid x5425                    | 2024-FAO            |
| <b>Institutional Code of Conduct</b>          | All institutional employees and officers with Title IV loan responsibilities   | Annually  | <a href="#">Code of Conduct for Financial Aid Professionals</a>   | Financial Aid x5425                    | 2024-FAO            |
| <b>Preferred lender list and disclosures</b>  | Enrolled students and their families   | For any year in which a preferred lender arrangement exists with a private education loan lender, must annually compile and make available.                             | Students are free to borrow from any lender this wish. A sample of the most commonly used lenders selected by Carroll students is available on the                  | Financial Aid x5425                    | 2024-FAO            |

**General Institutional Information**

| Disclosure   | Disclosure Recipient  | When disclosure must be made   | Location of Disclosure  | Office Contact      | Last Updated |
|--|---|--|---|---------------------|--------------|
|  |   |  | <a href="#">Financial Aid Office web page.</a>  |                     |              |
| <b>Lender assistance in preparing educational counseling, financial literacy, or debt management materials</b> | Education loan borrowers  | At time educational counseling, financial literacy, or debt materials provided   | <a href="#">Loan Repayment</a>  | Financial Aid x5425 | 2024-FAO     |
| <b>Code of conduct if participate in Title IV loan program</b>   | All institutional employees and officers with Title IV loan responsibilities  | Annually   | <a href="#">Consumer Information Page</a>   | Financial Aid x5425 | 2024-FAO     |
| <b>Code of conduct if preferred lender arrangement</b>   | All employees and officers of the institution and of institution-affiliated organization(s) with responsibilities with respect to private education loans | Annually   | Students are free to borrow from any lender this wish. A sample of the most commonly used lenders selected by Carroll students is available on the <a href="#">Financial Aid Office web page.</a> | Financial Aid x5425 | 2024-FAO     |
| <b>Education loan disclosures if preferred lender arrangement exists</b>                                       | Enrolled and prospective students and their families  | Annually so students or their families can take the information into account before selecting a lender or applying for an education loan (see Federal Register, 7/28/09, p. 37439) | Students are free to borrow from any lender this wish. A sample of the most commonly used lenders selected by Carroll students is available on the <a href="#">Financial Aid Office web page.</a> | Financial Aid x5425 | 2024-FAO     |
| <b>Private education loan disclosures if preferred lender arrangement exists</b>                               | Enrolled or prospective students and their families   | Annually so students or their families can take the information into account before selecting a lender or applying for an  | Students are free to borrow from any lender this wish. A sample of the most commonly used lenders selected by Carroll students is available on the  | Financial Aid x5425 | 2024-FAO     |

| General Institutional Information   |  |  |  |   |                            |
|---|--|--|--|---|----------------------------|
| Disclosure  | Disclosure Recipient   | When disclosure must be made   | Location of Disclosure   | Office Contact                                  | Last Updated               |
|   |  | education loan (see also Federal Register, 7/28/09, p. 37439)  | <a href="#">Financial Aid Office web page.</a>   |   |                            |
| <b>Private education loan disclosures if provide information about a private education loan from a lender to a prospective borrower</b> | Prospective private education loan borrower                              | When providing private education loan information from a lender so borrower can take the information into account before selecting a lender or applying for a private education loan | Prospective borrowers may access private education loan disclosure information through the lender comparison list on the <a href="#">Financial Aid web pages.</a>  | Financial Aid x5425                             | 2024-FAO                   |
| <b>Preferred lender arrangement annual report</b>   | ED, enrolled and prospective students and their families, and the public | ED: TBD<br>Others: Upon request  | Students are free to borrow from any lender this wish. A sample of the most commonly used lenders selected by Carroll students is available on the <a href="#">Financial Aid Office web page.</a>          | Financial Aid x5425                             | 2024-FAO                   |
| <b>Direct Loan model disclosure form</b>  | Enrolled and prospective students and their families                     | When providing information about a private education loan; otherwise must make available upon request.   | <a href="#">Financial Aid web page</a><br><i>FastChoice lender comparison tool</i>   | Financial Aid x5425                             | 2024-FAO                   |
| <b>Health and Safety</b>  |  |  |  |   |                            |
| <b>Drug and alcohol abuse prevention program information</b>  | Enrolled students, employees, ED, and the public                         | Enrolled students and employees: Annually<br>ED and public: Upon request   | <a href="#">Alcohol &amp; Drug Policy for Students</a><br><a href="#">Alcohol &amp; Drug Abuse Prevention Student Life page</a><br><a href="#">Alcohol &amp; Drug Abuse Policy for Faculty &amp; Staff</a> | Dean of Students x5434<br>Human Resources x5501 | 2024-SE<br>2024-SE<br>2024 |



| General Institutional Information                                |  |  |  |   |  |
|--|--|--|--|---|--|
| Disclosure   | Disclosure Recipient   | When disclosure must be made   | Location of Disclosure   | Office Contact                                      | Last Updated                                     |
| <b>Penalties for Drug Violations</b>                             | Enrolled students  | Upon Enrollment  | <a href="#">Annual Security and Fire Safety Reports</a><br><a href="#">Alcohol &amp; Drug Policy for Students</a>  | Dean of Students x5434                              | 2023-SE<br>2024-SE                               |
| <b>Drug-free workplace statement</b>                             | Employees  | Annually   | <a href="#">Alcohol &amp; Drug Abuse Policy for Faculty &amp; Staff</a>  | Human Resources x 5501                              | 2024   |
| <b>Vaccination policies</b>                                      | Enrolled and prospective students  | Upon request   | <a href="#">Student Handbook</a><br><a href="#">Admission Office Enrollment Documents</a>  | Dean of Students x5434<br>Enrollment Services x4384 | 2024-SE<br>2024-SE                               |
| <b>Campus Security Policies, Crime Statistics, and Crime Log</b> |  |  |  |   |  |
| <b>Emergency notification</b>                                    | Campus community   | If immediate threat to the health or safety of students or employees occurring on campus<br><br>Must provide adequate follow-up information as needed  | <a href="#">Emergency Information homepage</a><br><a href="#">Student Handbook</a>   | Campus Security x4404<br>Dean of Students x5434     | 2024-SE<br>2024-SE                               |
| <b>Emergency response and evacuation procedures</b>              | Enrolled and prospective students, current and prospective employees, and ED | Enrolled students and current employees: Annually by October 1<br>Prospective students and employees: Upon request<br>ED: Date ED specifies in annual letter to institution's president or chief executive officer | <a href="#">Emergency Information homepage</a><br><a href="#">Evacuation homepage</a><br><a href="#">Annual Security and Fire Safety Reports</a><br><a href="#">Student Handbook</a> | Campus Security x4404<br>Dean of Students x5434     | 2024-SE<br>2024-SE<br><br>2023-SE<br><br>2024-SE |
| <b>Timely warning</b>  | Campus community   | Occurrence of crime reported to campus security authorities or local police agencies that institution  | <a href="#">Timely Warning homepage</a><br><a href="#">Student Handbook</a>  | Campus Security x4404<br>Dean of Students x5434     | 2024-SE<br>2024-SE                               |

**General Institutional Information**

| Disclosure  | Disclosure Recipient   | When disclosure must be made   | Location of Disclosure  | Office Contact                                  | Last Updated       |
|---|--|--|---|---|--------------------|
|   |  | considers to represent a threat to students and employees  |   |   |                    |
| <b>Annual Security and Annual Fire Safety Report</b>        | Enrolled and prospective students, current and prospective employees, and ED | Enrolled students and current employees: Annually by October 1<br>Prospective students and employees: Upon request<br>ED: Date ED specifies in annual letter to institution's president or chief executive officer | <a href="#">Annual Security &amp; Fire Safety Reports</a><br><br>Paper copies are available upon request. | Campus Security x4404                           | 2023-SE            |
| <b>Crime log</b>  | Anyone regardless of whether associated with the institution                 | Portion of log for most recent 60-day period: Upon request during normal business hours<br><br>Portion of log older than 60 days: Within 2 business days of request  | <a href="#">Incident Log homepage</a>   | Campus Security x4404                           | 2024-SE            |
| <b>Fire log</b>   | Anyone regardless of whether associated with the institution                 | Portion of log for most recent 60-day period: Upon request during normal business hours<br><br>Portion of log older than 60 days: Within 2 business days of request  | <a href="#">Fire Log Homepage</a>   | Campus Security x4404                           | 2024-SE            |
| <b>Missing student notification policies and procedures</b> | Enrolled and prospective students, current and prospective employees, and ED | Enrolled students and current employees: Annually by October 1<br>Prospective students and employees: Upon request<br>ED: Date ED specifies in annual letter to institution's president or chief executive officer | <a href="#">Annual Security &amp; Fire Safety Reports</a><br><br><a href="#">Student Handbook</a>         | Campus Security x4404<br>Dean of Students x5434 | 2023-SE<br>2023-SE |
| <b>Missing student notification</b>                         | Contact person if one designated, missing student's parent or                | Within 24 hours of determination student is missing  | <a href="#">Student Handbook</a>  | Dean of Students x5434<br>Campus Security x4404 | 2024-SE<br>2024-SE |

| General Institutional Information   |   |  |   |                        |                    |
|---|---|--|---|------------------------|--------------------|
| Disclosure  | Disclosure Recipient  | When disclosure must be made   | Location of Disclosure  | Office Contact         | Last Updated       |
|   | guardian if student is under 18 years old and not emancipated, and local law enforcement agency with jurisdiction in the area |  | <a href="#">Missing Person Notification</a>   |                        |                    |
| <b>Registered sex offenders information</b>   | Enrolled and prospective students, current and prospective employees, and ED  | Enrolled students and current employees: Annually by October 1<br>Prospective students and employees: Upon request<br>ED: Date ED specifies in annual letter to institution's president or chief executive officer | <a href="#">Annual Security &amp; Fire Safety Reports</a><br><a href="#">State of MT Sexual or Violent Offenders Registry</a> | Campus Security x4404  | 2023-SE<br>2024-SE |
| <b>Outcome of institutional disciplinary proceedings against alleged perpetrator of a crime of violence or non-forcible sex offense</b> | Alleged victim or next of kin if alleged victim is deceased   | Upon written request   | Dean of Students<br><i>available upon written request</i>   | Dean of Students x5434 | 2023-SE            |
| <b>Student Outcomes</b>   |   |  |   |                        |                    |

**General Institutional Information**

| Disclosure   | Disclosure Recipient                                  | When disclosure must be made   | Location of Disclosure   | Office Contact   | Last Updated     |
|--|---|--|--|--|------------------|
| <b>Report on athletic program participation rates and financial support data</b> | Enrolled and prospective students, the public, and ED | Report must be made available annually no later than 10/15<br><br>Enrolled and prospective students and the public: Upon request<br><br>ED: Within 15 days of making report available to enrolled and prospective students and the public. | <a href="#">Equity in Athletics Report</a><br><br><a href="#">Equity in Athletics Institutional Information</a>  | Financial Aid x5425<br><br>Business Office Controller x5430        | 2024<br><br>2023 |
| <b>Placement rate information if rate used to attract students</b>               | Prospective students                                  | Before or at time of application for enrollment  | These statistics are compiled annually based upon the Graduate Student Survey conducted prior to graduation each year. The data is provided through coordination with the Development and Institutional Effectiveness Offices. <a href="#">Graduate Employer and Continuing Education Survey</a> | Financial Aid x5425<br><br>Institutional Research & Strategy x5414 | 2024-FAO         |

**General Institutional Information**

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|--|--|---|--|--|--------------|
| <b>Completion or graduation rate, and transfer-out rate of full-time undergraduates</b>          | Enrolled and prospective students and ED   | <p>Enrolled students: Information must be readily available</p> <p>Prospective students: Must make information available prior to enrolling or entering into any financial obligation with the institution</p> <p>ED: Annually within time frame specified by Integrated Postsecondary Education Data System (IPEDS) for reporting completion or graduation rate data</p> | <a href="#"><u>Completion or graduation rate, of full-time undergraduates and those receiving federal aid report</u></a>   | Financial Aid x5425<br>Institutional Research & Strategy x5414 | 2023         |
| <b>Report on completion or graduation rate and transfer-out rate of student athletes</b>         | ED, prospective student-athletes, and the student's parents, high school coach, high school guidance counselor | <p>Prospective student-athletes and their parents, high school coach, high school guidance counselor: When offering athletically-related financial aid unless disclosure waiver applies based on institution's membership in national collegiate athletic association</p> <p>ED: Annually by 7/1</p>  | <a href="#"><u>Completion or graduation rate and transfer-out rate of student athletes report</u></a>  | Financial Aid x5425<br>Institutional Research & Strategy x5414 | 2023         |
| <b>Graduate or professional education of graduates from institution's 4-year degree programs</b> | Enrolled and prospective students  | Information must be readily available   | These statistics are compiled annually based upon the Graduate Student Survey conducted prior to graduation each year. The data is provided through coordination with the Development and Institutional Research & Strategy Offices. | Financial Aid x5425<br>Institutional Research & Strategy x5414 | 2023         |

| General Institutional Information  |                                   |   |  |   |              |
|--|-----------------------------------|---|--|---|--------------|
| Disclosure   | Disclosure Recipient              | When disclosure must be made  | Location of Disclosure   | Office Contact  | Last Updated |
|  |                                   |   | <a href="#">Graduate or Professional Education Report</a>  |   |              |
| <b>Placement and employment information of degree or certificate program graduates</b> | Enrolled and prospective students | Information must be readily available   | These statistics are compiled annually based upon the Graduate Student Survey conducted prior to graduation each year. The data is provided through coordination with the Development and Institutional Research & Strategy Offices.<br><a href="#">Placement and Employment Information of Graduates Report</a> | Financial Aid x5425<br>Institutional Research & Strategy x5414                    | 2023         |
| <b>Retention rate reported to IPEDS</b>  | Enrolled and prospective students | Enrolled students: Information must be readily available<br><br>Prospective students: Must make information available prior to enrolling or entering into any financial obligation with the institution | Retention rate data are for first-time bachelor's or equivalent degree-seeking, full-time undergraduates.<br><br><a href="#">Overall first-year retention rate</a>   | Institutional Research & Strategy x5414   | 2023         |
| <b>Notice to enrolled students of the availability consumer information</b>            | Enrolled students                 | Annually  | <a href="#">Consumer Information Disclosure Notice</a> is published in the Student Handbook and distributed to each enrolled student annually.   | Financial Aid x5425   | 2024-FAO     |
| <b>Personnel responsible for providing consumer information</b>                        | Enrolled and prospective students | Information must be readily available   | Dean of Students<br>Financial Aid<br>Registrar<br>Institutional Research & Strategy  | Annette Walstad x5434<br>Janet Riis x5423<br>Carol Schopfer x4572<br>Vacant x5414 | 2023-SE      |

| General Institutional Information                    |                             |   |   |   |              |
|--|-----------------------------|---|---|---|--------------|
| Disclosure   | Disclosure Recipient        | When disclosure must be made  | Location of Disclosure  | Office Contact  | Last Updated |
|  |                             |   | Business Office<br>Enrollment Services<br>Bookstore<br>Human Resources<br>CCIT<br>Campus Security | Lori Peterson x5432<br>Erik Rose x4563<br>Stacey Whited x5418<br>Karla Weltz x5501<br>Robert Whited x4434<br>Jay Nelson x4404 |              |
| <b>Reimbursements for service on advisory boards</b> | ED                          | Annually<br><br>At the time these materials were finalized, ED had not established a report due date or format. | This does not apply to Carroll College  | Financial Aid x5425   | 2024-FAO     |
| <b>Gainful Employment</b>                            | ED and prospective students | Annually  | Annually  | Financial Aid x5425   | 2024-FAO     |