Principles and Practices for Student Location Data

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The MSU Student Location Policy (<https://www.montana.edu/policy/student-location>) necessarily defines student location for purposes of student notification requirements for professional licensure programs and waiving of particular student fees for students studying at a distance. This document is meant to record our practices for future reference.

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## 100.00 Professional Licensure Programs

All students, prospective and enrolled, must be notified if their intended or declared major program does or does not meet the State educational requirements for licensure in the State of the Student Location.

### 110.00 Prospective Students in Professional Licensure Programs

Disclosures are required for all programs leading to professional licensure or certification to prospective students identifying if the institution does or does not meet State educational requirements where the student is located before enrolling in the program.

On an on-going basis, the Undergraduate Admissions Office and Graduate School will make an individual written disclosure to prospective students as to if their intended program does or does not meet the educational requirements for initial licensure/certification in the state of the student’s location.

### 120.00 Enrolled Students in Professional Licensure Programs

At the beginning of a student’s first term of enrollment in a Professional Licensure Program, the Office of the Registrar will make an individual written disclosure to students enrolled in Professional Licensure Programs as to if the program does or does not meet the educational requirements for initial licensure/certification in the state of the student’s location.

It is the professional licensure program faculty and staff’s responsibility to keep state authorization lists up to date at least annually and notify the Office of the Registrar if the status in an individual state changes. The Office of the Registrar provides an individual disclosure to enrolled students if the institution determines that the curriculum no longer meets educational requirements for licensure where the student is located; the disclosure must occur within 14 days of the university making that determination.

## 200.00 Students Studying at a Distance

Students studying at a distance are automatically eligible for waiver of the athletic fee, health service fee, recreation fee, and student government/activity fee. Students studying at a distance may pay any or all of these fees to access these activities if they choose. New students’ location will be set on census day of their first term.

Zip code areas that are not eligible for the fee waiver. Zip code areas not on this list are eligible for the fee waiver. See map below for the exclusion zone.

## A map of a state  Description automatically generated300.00 Included Zip Codes and Exclusion Zone Map

|  |  |
| --- | --- |
| 59715 | Bozeman |
| 59717 | Bozeman |
| 59718 | Bozeman |
| 59719 | Bozeman |
| 59771 | Bozeman |
| 59772 | Bozeman |
| 59730 | Gallatin Gateway |
| 59714 | Belgrade |
| 59741 | Manhattan |
| 59047 | Livingston |
| 59752 | Three Forks |
| 59745 | Norris |
| 59760 | Willow Creek |
| 59086 | Wilsall |
| 59716 | Big Sky |
| 59740 | McAllister |
| 59065 | Pray |
| 59735 | Harrison |
| 59018 | Clyde Park |
| 59027 | Emigrant |
| 59747 | Pony |
| 59729 | Ennis |
| 59721 | Cardwell |
| 59643 | Toston |