

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar, Dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university 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 university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her 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.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; representatives of the Minnesota State Colleges and Universities ("MnSCU"), including the board of Trustees, Chancellor, Chancellor's staff; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

The University discloses educational records without written consent of the student to officials of another educational agency or institution where a student is enrolled or seeks or intends to enroll if:

The forwarding school includes in its annual FERPA Policy Notice to students a statement that it forwards records to other educational agencies or institutions that are requested by the concurrent enrollment or transfer school; or

If not included in the Notice, the forwarding school must make a reasonable attempt to notify the student at his/her last known address unless the disclosure is initiated by the student.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Minnesota State University Moorhead 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 20202-4605

MSUM may disclose directory information of students. Directory information includes: name, local and permanent (hometown) address, e-mail address, telephone number, major and minor fields of study, class level, dates of enrollment, full-time/part-time status, awards, honors (including Dean's List), degree(s) conferred (including dates), previous educational institution(s) and dates attended, photographs taken and maintained by the University for various purposes, past and present participation in officially recognized activities and sports, and height and weight of athletes.

You may refuse to permit the disclosure of directory information if you notify MSUM'S Registrar in writing that you do not want such information disclosed. This written refusal to permit the disclosure of directory information must be made within 45 days of the date you begin taking classes at MSUM. Students should act within two weeks to keep directory information from being published in the Fall term campus directory.

Students may review or obtain a copy of MSUM's FERPA Policy at the following offices: Records, Vice President for Academic Affairs, and Vice President for Student Affairs.