

# Michigan State University

## NOTIFICATION OF STUDENT RIGHTS UNDER FERPA

It is the policy of Michigan State University to comply with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (“FERPA”). FERPA affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day that Michigan State University (“the University”) 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 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.

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 University to amend a record should write to the University official responsible for the record, clearly identifying the part of the record the student wants changed, and specifying why it should be changed.

If the University decides not to amend the record as requested, the University 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 University discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

The University may disclose education records without a student’s prior written consent under certain FERPA exceptions. One such exception to the consent requirement is disclosure to school officials with legitimate educational 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); contractors, consultants, volunteers and other non-employees performing institutional services and functions (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; 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 education record in order to fulfill his or her professional responsibilities for the University.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University 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 20202-5901

### **NOTICE FOR DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act requires that the University, with certain exceptions, obtain the student's written consent prior to the disclosure of personally identifiable information from the student's education records. However, the University may disclose appropriately designated "directory information" without written consent, unless the student has advised the University to the contrary in accordance with University procedures. The primary purpose of directory information is to allow the University to include this type of information from the student's education records in certain school publications. Examples include:

- MSU People Search (on-line directory);
- The Red Cedar Log (annual yearbook);
- Dean's list or other recognition lists;
- Commencement programs; and
- Sports activity sheets, such as for basketball, showing height and weight of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a student's prior written consent. The University has designated the following information as directory information:

- Student's name;
- Student's local address (if listed);
- Student's local phone number (if listed);
- MSU NetID e-mail address (if listed);
- Student's permanent address (if listed);
- Student's permanent telephone number (if listed);
- Current enrollment status or dates of attendance;
- Program level (undergraduate, graduate, professional);
- Class (freshman, sophomore, junior, senior, etc.);
- Major field of study;
- Current term candidacy for degree and/or teacher certification;
- Employment status as a graduate teaching or research assistant, office address and office phone number;
- Information pertaining to awards and honors achievements;
- Degree(s) earned from Michigan State University and effective date(s);
- Participation in officially recognized University activities and sports, including weight and height of athletic team members;
- The most recent educational agency or institution attended;
- The registration documents of student organizations which contain the names and addresses of the officers and the statement of purpose of the organization. These documents are available in the Student Activities Office, 101 Student Services Building, East Lansing, Michigan.

If the student does not want the University to disclose directory information from the student's education records without prior written consent, the student must notify the Office of the Registrar in writing or online at <https://www.reg.msu.edu/StuForms/DirRestrict/DirRestrict.asp>. The student's request to opt-out of disclosure of directory information becomes a permanent part of the student's education record and continues after the student is no longer in attendance, unless the student instructs the University in writing to remove the request.

Questions about the release or disclosure of a student's education records under FERPA should be directed to the Office of the Registrar at [www.reg.msu.edu](http://www.reg.msu.edu). A comprehensive summary of the University's procedures on maintenance and access to student education records in compliance with FERPA is more fully outlined in the Michigan State University Access to Student Information guidelines available at:

<https://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=112#s542>.