



FERPA Privacy Request Form

The Family Education Rights and Privacy Act (FERPA) designates certain information related to you as “Directory Information” and gives Minot State University the right to disclose this information to anyone inquiring without having to ask you for permission, unless you specifically request in writing that this information not be made public without your written consent. The categories designated as “Directory Information” at Minot State University are listed as follows:

- Student name*
- Hometown (city, state)
- Campus email address**
- Height, weight, and photos of athletic team members
- Major field of study (all declared majors)
- Minor field of study (all declared minors)
- Class level
- Dates of attendance
- Enrollment Status (withdrawn, half-time, or full-time)
- Names of previous institutions attended
- Participation in officially recognized activities and sports
- Honors/awards received
- Degree earned (all degrees earned)
- Date degree earned (dates of all degrees earned)
- Directory photos, photographs and video recordings of students in public or non-classroom settings (photographs from classrooms or class-related activities are NOT directory information).

*If a student provides a preferred name, the college or university tries to use it when communicating directly with the student. Preferred name is a supported business practice, unless there is a documented business or legal reason to use a student’s legal name. When communicating with outside third parties, including parents, the college or university generally uses a student’s legal name.

**Campus email addresses are only disclosed to requestors who agree to not use them for solicitation.

If you wish to not allow us to release all the items of “Directory Information,” complete the section below and submit it to the Registrar’s Office. Upon receipt of this form, the Registrar’s Office will immediately restrict access to your academic records from individuals and organizations that are not affiliated with Minot State University.

In addition, your login information for Campus Connection and your MSU email account will be updated to be non-identifiable. Your username will start with “user.” and be followed by a randomly selected set of digits. Once this update occurs, you will receive an email and will need to claim this account. It is very challenging to return your username to your dotted ID.

Please carefully consider the consequences of any decision made by you to withhold “Directory Information,” because any future request for such information from non-institutional persons or organizations will be refused. Minot State University will honor your request to withhold “Directory Information” until you complete a new form, specifying that you would like to lift the restriction to your records. Minot State University cannot assume responsibility to contact you for subsequent permission to release information and assumes no liability for honoring your request that such information be withheld.

A copy of the Family Educational Rights and Privacy Act of 1974 is on file and available for inspection in the Registrar’s Office at Minot State University.

I wish to restrict my information.

I wish to lift the restricted directory.

Student Name (Print) _____ Student ID # _____

Student Signature _____ Date _____

For Office Use Only:

Registrar’s Office Signature _____ Date _____