



Minot State UNIVERSITY

Student Rights to Privacy

Print this page and mail to –
Registrar’s Office
Minot State University
500 University Avenue West
Minot, ND 58707
or fax to: 701-858-3386

Student Rights to Privacy of Educational Records

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 such information to anyone inquiring without having to ask you for permission, unless you specifically request in writing that all such information not be made public without your written consent. The categories designated as “Directory Information” at Minot State University are listed as follows:

- Name, campus address, home address, telephone listing, and campus e-mail address;
- Photograph;
- Marital status;
- Name and address of parents(s);
- Student’s major(s) and the department, division, and college in which the student is enrolled;
- Classification as a first year student (freshman), sophomore, junior, senior, graduate student, or other special classification;
- Enrollment status;
- Dates of attendance at Minot State University;
- Degrees and awards received, including selection to the Honor Rolls, honorary organizations, and graduation with honors;
- Grade point average (available to campus professional and social organizations);
- Participation in officially recognized activities and sports;
- Weight and height of athletic team members;
- The most recent previous educational agency or institution attended by the student.

If you wish to withhold the disclosure of all of 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 reassert your username to your dotted ID.

Please carefully consider the consequences of any decision made by you to withhold “Directory Information,” as 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 _____