

# Minnesota State College Southeast

## Know Your Rights: Student Records Rights and Privacy

Minnesota State College Southeast (MSCS) maintains records about you in various places within the institution. For example, the admissions office maintains records about you, as does the Registrar. Under federal and state law, you have certain rights concerning the records, which MSCS maintains. This notice is to make you aware of those rights. Should you have questions concerning your rights with regard to records, please contact: Megan Zeches, Director of Human Resources & Data Practices Compliance Officer, 507-453-2673.

Under the Minnesota Government Data Practices Act (MGDPA) and the Family and Educational Rights Privacy Act (FERPA), you have a right:

- To inspect and review educational records maintained about you
- To request an amendment to records about you for the purpose of correcting inaccurate, incomplete or misleading records
- To a hearing regarding your request, if MSCS does not amend the records at your request
- To place a written statement explaining your disagreement with MSCS in your records, if MSCS does not amend records after the opportunity for a hearing about whether the records are inaccurate, incomplete or misleading
- To consent to disclosures of information which identify you personally, except to the extent such disclosures are allowed without your consent under state and federal law
  - For example, FERPA and MGDPA permit disclosure of your records without consent to school officials with legitimate educational interests. A school official is a person employed by MSCS in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel), a person or company with whom MSCS has contracted (such as an attorney, auditor or collection agent), a student serving on official MSCS committees, a person serving on the Board of Trustees or in the Office of the Chancellor, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  - If you are currently enrolled in, receiving services from, seek or intend to enroll at a Minnesota State college or university, your academic records from that institution are available to officials of other schools within Minnesota State without your consent. Disclosures of your records to other schools under other circumstances require your prior written consent.
- To file a complaint with the United States Department of Education if you believe that MSCS is not meeting the requirements of the federal law. Written complaints should be sent to:  
Family Policy Compliance Office, U.S. Dept. of Education, 600 Independence Avenue SW,  
Washington, DC 20202-4605.
- To obtain a copy of MSCS complete policy regarding educational records. MSCS has copies of the policy available in the Student Affairs Office.

*(continued, next page)*

## Directory and Limited Directory Information

Minnesota State College Southeast designates the following information as Directory Information and Public Data, which is non-confidential, and summary data will be available upon request:

- Student's name
- City
- Major field of study
- Participation in officially recognized activities and sports
- Dates of attendance
- Graduation date
- Degrees and awards received

Minnesota State College Southeast will release such information to anyone upon request except for the Directory Information of students who have requested suppression. Students who wish to suppress their Directory Information must submit a written request by completing an Authorization to Withhold Directory Information form, which will remain in effect until a change is requested in writing. This form can be picked up in the Student Affairs Office or found on our college website at:

[http://www.southeastmn.edu/current\\_student/forms/index.aspx](http://www.southeastmn.edu/current_student/forms/index.aspx)

Students who wish to suppress their names should realize their names will *not* appear in the President's List, Commencement bulletin and other Minnesota State College Southeast publications. Third parties will be denied all of the student's Directory Information and will be informed there is no information available about the student's attendance at Minnesota State College Southeast. Students who wish to override a suppression request for a specific party or purpose may do so by providing a written authorization to the Registrar's Office.

Students who do not wish this information released should complete the Authorization to Withhold Directory Information Form. Minnesota State College Southeast designates the information below as Limited Directory Information. This information is used only for enterprise technology related purposes internal to the Minnesota State Colleges and Universities system that are approved by the System Office IT, including but not limited to inclusion of email addresses and StarID numbers in a directory accessible to Minnesota State students and employees.

- Student email addresses
- Student StarID numbers

Students who request suppression of their Directory Information will deem to have requested suppression of their Limited Directory Information. Notwithstanding any other provision of this policy, the following information is defined as Limited Directory Data for purposes of sharing with LeadMN so the association can communicate with their members:

- Student name, e-mail address, and student change code (NEW/RTN/DROP)

***Please contact the Student Affairs office or the Registrar's Office with any questions pertaining to student records and records privacy.***