

IV. STUDENT RIGHTS & RESPONSIBILITIES

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. An eligible student under FERPA is defined as a student who is 18 years of age or older, OR who attends the University. Attending students become eligible the first day of the semester in which they are enrolled.

For the University's full FERPA Annual Notification, please visit here:

<https://www.msj.edu/academics/registrar/ferpa/index.html>

Any questions regarding FERPA should be directed to the Registrar's Office at Registrar@msj.edu or by calling 513.244.4621.

FREQUENTLY ASKED QUESTIONS

What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a Federal Law that helps protect the privacy of student education records. The Act provides students the right to inspect and review education records within 45 days of the day the University receives a request for access. The student also has the right to seek to amend those records and the right to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records.

What is a student's education record?

An education record is any record which contains information that is personally identifiable to a student, and is maintained by the University or by a party or organization acting on behalf of the school. Education records may include: written and printed documents; electronic media; magnetic tape (microfilm and microfiche); film, diskette or CD's; video or audio tapes. This includes transcripts or other records obtained from a school in which a student was previously enrolled.

What is Directory Information at Mount St. Joseph University?

Directory Information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. This includes:

- Student name
- All addresses (local, home, email)
- Telephone (home and cell)
- Date and place of birth
- Photograph
- Academic Advisor
- Student classification (year in school)
- Program of study: majors and minors
- Degrees and awards received (including honors)
- Dates of enrollment and enrollment status
- Weight and height of members of athletic teams
- Participation in officially recognized activities/sports
- Most recent previous educational agency or institution attended

At the University's discretion, we may release the above as directory information unless the student specifically requests otherwise by submitting written notification to the Registrar's Office. Students may withhold Directory Information by notifying the Registrar in writing within the first two weeks of the academic semester the request is to become effective. A request form to withhold Directory Information is available on the Registrar's website <https://www.msj.edu/academics/registrar/ferpa/index.html>. The University assumes no liability for honoring a student's withholding of information. The block remains in place until it is revoked by the student.

What information about students may be released to persons within the University?

All other Personally Identifiable Information (PII) in a student's educational record is confidential and may only be disclosed to University officials who have a legitimate educational interest in the information contained in the student's education record.

What are the University's guidelines for determining who has a legitimate educational interest?

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with a legitimate educational interest as follows:

- A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, collection agent, degree conferral agent, document managing agent, and placement sites for internship, clinical, or similar student work/study opportunities); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, and volunteers or other outside parties to whom the University has outsourced institutional services or functions that it would otherwise use employees to perform. 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.
- As allowed within FERPA guidelines, the University may disclose education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.
- The University may disclose without a student's prior written consent under FERPA exceptions for judicial orders and subpoenas; information in accordance with the Patriot Act, Clery Act and the Campus Sex Crimes Prevention Act; and to appropriate parties in connection with an emergency or if the information is necessary to protect the health or safety of the student or other individuals.

How can I allow a third party, such as a parent or guardian to have access to my academic or financial information?

- Students may request the University to release information to third parties (such as a parent, spouse, guardian, scholarship committee, etc.) by completing the [FERPA Authorization to Release Information here](#). Original form must be returned in person or via MSJ email to the Registrar's Office at Registrar@msj.edu or Student Administrative Services at Financial.Aid@msj.edu or returning the paper form to either office located in the Conlan Center. Questions can be directed to either office.

What if I feel my FERPA rights have been violated?

- A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Mount St. Joseph 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 20202-4605.