

## Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Briefly, these rights include the following:

1. The right to inspect and review the education records
2. The right to seek to amend those education records
3. The right to file a nondisclosure form with the Office of Admissions and Records which will withhold directory information for one academic year

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. 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 responsibility. 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); a person or company with whom the University has contracted (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.

More information about FERPA, including a copy of the nondisclosure form, is located on our homepage at this URL: <http://www.msubillings.edu/stuaff/ferpastudents.htm> If parents want access to their students' academic information on the web, parents are encouraged to ask students for their ID number and PIN for access.

Student's financial aid information is also protected under this privacy act. A disclosure form called "Authorization to Release Financial Information" for financial aid information is found at this URL: <http://www.msubillings.edu/finaid/forms.htm> By signing this form, the student authorizes University personnel to release confidential information to designated person(s) such as parents.

