



2.0.003

Family Educational Rights and Privacy Act (FERPA)

Subject	Family Educational Rights and Privacy Act (FERPA)
Effective Date	June 23, 1986
Revision Date	October 10, 2022 for the 2023-24 academic year
Approvals	Executive Educational Council (EEC)
Responsible Office	Registrar’s Office
Owners/Creator(s)	Registrar

I. PURPOSE and SCOPE

This policy confirms MSOE’s compliance with FERPA for all students and defines “directory information” for the university.

II. DEFINITIONS

Element	Definition
None	

III. POLICY STATEMENT

- A. MSOE is in compliance with the Family Educational Rights and Privacy Act of 1974, the purpose of which is to let the student know what educational records are kept by the university, to give the student the right to inspect such records and to ask for correction if necessary, and to control the release of such information to those who are not involved in the educational process.
- B. Under the Privacy Act, certain directory information can be made available to anyone who requests it unless the student specifically asks, in writing, that this not be done.
- C. FERPA coverage is effective for MSOE students on the first day of class of their first term.
- D. The following is information that MSOE considers to be directory information:
 - name(s)
 - address
 - telephone number
 - campus email address
 - program(s)

- grade level
- dates of attendance
- enrollment status (full-time, part-time, withdrawn, not enrolled)
- degrees and honors received
- participation in officially recognized sports and activities
- previously attended institutions
- class schedule
- photographic, video, or electronic images
- program and promotion materials for university-related activities such as athletics, extra-curricular activities, and academic competitions.

Detailed FERPA information can be found on the [FERPA page](#) of the MSOE website.

IV. PROCEDURE

None

V. EXCEPTIONS/APPEALS

None

VI. ASSOCIATED LEGISLATION/ ACCREDITATION STANDARD

[Family Education Rights and Privacy Act \(FERPA\)](#)

Higher Learning Commission (HLC) Core Component 2.A

VII. LIFECYCLE

Annually or as needed

VIII. APPENDICES

None

This section to be completed by the Records Manager		
Related Policies	Terms of Use; Privacy;	
Date Due for Review	Annually with catalog review	
Public Location(s)	MSOE Policy Library, academic catalog	
Record Manager	Dr. Melodie Fox, Assistant VP of Curriculum & Knowledge Management	
Version History		
Date approved	Amendment Summary	Date(s) cross locations updated and past version archived
EEC: October 10, 2022 for 23-24 AY	Added statement about when FERPA coverage begins and note to go to website for further info, pluralized names and programs, and specified campus email address.	
May 16, 2019	Policy Library template; added purpose scope and associated regs	July 27, 2023
EEC: June 13, 2018	Procedures manual format; revised list of directory information	
2003-2004 AY	Revised list of directory information	May 16, 2019
June 23, 1986	Earliest available version	May 16, 2019