

Dear Students,

This email serves as a reminder of your rights related to your data as well as the list of SCSU Directory Information:

SCSU's List of Approved Directory Information:

FERPA permits the release of directory information. SCSU classifies the following as directory information and may disclose it without your consent unless a restriction has been placed.

- Name
- Major field of study
- Class status (freshman, sophomore, etc.)
- Participation in official recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance
- Degrees and dates awarded
- Awards and scholarships received
- Most recent previous educational institution
- Hometown

For more information about data privacy and how to restrict directory data disclosure, please visit:

<http://www.stcloudstate.edu/registrar/records/data-privacy.aspx> or contact Teri Longstrom in the Office of Records and Registration, AS-118, 320-308-4036 or tjlongstrom@stcloudstate.edu

Student Rights under Federal Law:

1. The right to inspect and review your education record within 45 days of the day the University receives a written request for access.
2. The right to request the amendment of your education records if you believe they are inaccurate, misleading or otherwise in violation of your privacy rights under the Family Education Rights and Privacy Act (FERPA).
 - [Request to Amend or Remove](#)
 - [Request for a Formal Hearing](#)
3. The right to provide written consent before the University discloses personally identifiable information (PII) from your education records, unless an exception applies.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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
www.ed.gov/offices/om/fpco/index.html
5. The right to opt out of having your Directory Information released.

Resources:

For more information about your rights under FERPA, please visit:

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

For more information concerning education records, data practices, and the Minnesota Government Data Practices Act, please visit:

www.revisor.leg.state.mn.us/statutes/?id=13.32.

<http://www.stcloudstate.edu/president/policies/default.aspx>

If you have any questions about this notice, your data privacy rights, or SCSU's data practices, please contact: Office of Records and Registration, AS-118, registrar@stcloudstate.edu or 320-308-2111