



Mount St. Mary's University
Emmitsburg, Maryland

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Known by its acronym, FERPA, this important legislation guarantees to you certain rights regarding your educational records. This act, which the institution intends to fully comply with, was designed to protect the privacy of educational records.

Your rights include:

1. The right to inspect and review your educational records.
2. The right to request amendment of your records to ensure that they are accurate and not in violation of your privacy or rights.
3. The right to consent to disclosures of personally identifiable information contained in your educational records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures of Mount St. Mary's University to comply with the requirements of FERPA.

Mount St. Mary's University has designated the following information as **Directory Information**:

Name, Address, Telephone Number, Dates of Attendance, Previous Institutions Attended, Major Fields of Study, Enrollment Status, Awards, Honors, Degree (s) conferred (including dates), Date and Place of Birth.

The university may disclose any of the above items without prior consent unless notified in writing to the contrary. Students wishing to prevent disclosure of any aspects of the directory information must file a "Request to Prevent Disclosure of Directory Information." This form is available in the Registrar's office and online at www.msmary.edu/registrar. The form must be submitted to the Registrar's Office by 5:00 p.m. on the last day to add classes as listed in the Academic Calendar. Please consider very carefully the consequences of any decision to withhold a category of directory information. Should you instruct the institution not to release any or all of this "Directory Information," any future requests for such information from non-institutional persons or organizations will be refused. **This includes potential employers who want verification of your degree(s).** Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld.

Mount St. Mary's University will annually inform students of the Family Educational Rights and Privacy Act of 1974, as amended. Forms to withhold information will be considered valid throughout the student's active enrollment in the college. Any changes must be made in writing.