

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT  
Annual Notification

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of

definition of FERPA for the limited purpose of receiving at any time listings of names and addresses of students, including incoming students, and/or student directory information: MSU Alumni Association; Murray State University Foundation; ~~no~~ person or company

- dates of attendance
- enrollment status (including fulltime, parttime, not enrolled)
- degrees (pending and received)
- awards or honors received
- the most recent previous educational institution attended
- the student's photograph

When a student wants the directory information to remain confidential, an official request form must be completed in the Registrar's Office within the first 5 days of class of the school term. If a student requests directory information withheld during a term and does not return to Murray State after that term, that request remains in force until such a time as a formal written statement removing that restriction is received from the student.

4. The right to file a written complaint with the Family Compliance Office of the United States Department of Education concerning alleged failure by MSU to comply with the provisions of FERPA.
  - a) The complaint must contain specific allegations of fact giving reasonable cause to believe that a FERPA violation has occurred. A complaint does not have to allege that a violation is based on a policy or practice at MSU.
  - b) To be timely, a complaint should be submitted to the Family Compliance Office within 180 days of the date of an alleged violation. The Family Compliance Office may extend the time limit for good cause shown.
  - c) The complaint may be filed at: Family Compliance Office, U.S. Department of Education, 400 Maryland Ave. S.W., Washington D.C., 20202.

Murray State will provide a paper copy of the FERPA policy upon request.

Please contact the Office of the Registrar with any questions.

113 Sparks Hall  
Murray, KY 420713312

Phone  
(270) 809-5630