

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

In compliance with the Family Educational Rights and Privacy Act of 1974, Mayville State University makes the following statements about the student/graduate records it maintains:

TYPE OF RECORD	RESPONSIBLE OFFICIAL	PERSONS WHO HAVE ACCESS	PURPOSE OF ACCESS
Admissions File	Director of Admissions	Academic Advisors Academic Records Staff Admissions and Enrollment Services Staff	Admissions and Advising
Credential File	Director of Career Services	Career Services Staff	Job Placement
Permanent Academic Records	Director of Academic Records	Academic Advisors Academic Records Staff	Academic Evaluation
Advising File	Director of Admissions	Academic Advisors	Student Evaluation and Advising
Student Accounts	Vice President for Business Affairs	Business Office Staff	Accounting
Student Financial Aid File	Director of Financial Aid	Financial Aid Staff	Administrative and Record Keeping
Transcript Requests	Director of Academic Records	Academic Records Staff	Administrative
Veteran Files	Director of Veterans Affairs	Student Services	VA Counseling and Correspondence

Students who are or have been in attendance at Mayville State have certain rights to request, inspect, review, and challenge the records maintained by the institution under the provisions of the Act.

Mayville State does not permit access to or the release of education records or personally identifiable information contained therein (other than directory information) of students without the student's written consent, other than to officials of the institution and those granted access by the Act.

DIRECTORY INFORMATION

The following student information is considered to be directory information and is not subject to the above restrictions of public access or release:

1. Name (all names on record)
2. Address (all addresses on record)
3. E-mail address (all electronic addresses on record)
4. Phone number (all phone numbers on record)
5. Weight, height and photos of athletic team members
6. Date of birth
7. Place of birth
8. Major/minor fields of study (all declared majors/minors)
9. Class level
10. Dates of attendance
11. Enrollment status
12. Names of previous institutions attended
13. Participation in officially recognized activities/sports
14. Honors and awards received
15. Degree earned (all degrees earned)
16. Date degree earned (dates of all degrees earned)
17. Photographic, video or electronic images of students taken and maintained by the institution

Within 14 calendar days after the first day of class, any student at Mayville State may inform the Academic Records Office that any or all of the directory information relating to that student should not be released or appear in the local directory without that student's consent.