

Minnesota State University, Mankato University Procedure	
Procedure Name: Student Education Records	Effective Date of Last Review: December 3, 2001
Custodian of Procedure: Provost and Senior Vice President for Academic Affairs	Date of Last Review: August 2023
Date of Adoption: July 1996	Date of Next Review: August 2030

PROCEDURE

Minnesota State Mankato employees ~~are not allowed to give out~~ shall not release private student information to anyone but the student or other school officials having a legitimate educational interest, or as described in “Limited Directory Information” below. Students who wish for the University to provide private ~~This~~ information to ~~cannot be shared with~~ parents/guardians, siblings, spouses, ~~and/or~~ friends, prospective employers or others must provide ~~without~~ express written authorization ~~by the student to the~~ University.

Requestors should be aware ~~that~~ when contacting the University on behalf of a student, ~~and when~~ that student has not provided written authorization for Minnesota State Mankato to release their private information, the University will be limited to providing general policy and/or procedure information only.

Student data privacy laws apply to all Minnesota State Mankato students, regardless of age.

PROCEDURE TO INSPECT EDUCATION RECORDS

Students may inspect and review their education records upon request to the appropriate records custodian. Students should submit to the records custodian or an appropriate University staff person a written request which identifies as precisely as possible the record or records they wish to inspect. Records custodians include, but are not limited to, the individuals listed in the attachment of custodians.

The records custodian or an appropriate University staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access will be given in 45 days or less from the date of receipt of the request. State data privacy policy may require the University to provide access within a shorter time frame (10 days). When a record contains

information about more than one student, the student may inspect and review only the records which relate to him/her.

PROCEDURES FOR CORRECTION OF EDUCATION RECORDS

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights.

The procedures for the correction of records, other than contested grades, are as follows:

1. A student must ask the appropriate official of Minnesota State Mankato to amend a record. Students should contact the custodian of the education record identified under the definition of Education Records in Part I of the Student Record Policies. In so doing, a student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading or in violation of their privacy rights.
2. Minnesota State Mankato may comply with the request, or it may deny the request. If it denies the request, Minnesota State Mankato will notify the student of the decision and advise a student of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Student requests for a formal hearing must be made in writing to the Minnesota Commissioner of Administration within 60 days of receiving the decision. The request must be directed to: Commissioner of Administration, State of Minnesota, 50 Sherburne Avenue, St. Paul, MN 55155, who, within a reasonable period of time after receiving the request, will inform the student of the date, place and the time of the hearing. The hearing will be conducted by the Office of Administrative Hearings (OAH) according to the procedures set forth in Minn. Stat. Ch. 14. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of their choice, including attorneys, at the student's expense.
4. Decisions of the hearing officer will be based solely on the evidence presented at the hearing, will consist of the written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned.
5. The education records will be corrected or amended in accordance with the decision of OAH if the decision is in favor of the student. If the decision is not in favor of the student, the student may place with the education records, statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the decision of the hearing officer, or both. The statements will be placed in and maintained as part of the student's educational records and released whenever the records in question are disclosed.

COMPLAINT AND ENFORCEMENT PROCEDURES

The Secretary of Education has authorized the Family Policy Compliance Office, within the Department of Education, to investigate process and review FERPA complaints and violations.

Students wishing to file a FERPA complaint may contact the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, DC 20202-4605. Minnesota State University, Mankato complies with the Minnesota Government Data Practices Act (MGDPA) and the Family Education Rights and Privacy Act (FERPA) governing privacy of student records.