



**GREAT FALLS  
COLLEGE**  
MONTANA STATE  
UNIVERSITY

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## *Restriction of Release of Information Form*

NOTE TO STUDENT: **Student** – any person who attends or has attended Great Falls College MSU.

**Student's Rights.** The Family Educational Rights and Privacy Act of 1974 grants certain rights, privileges, and protections related to students' educational records maintained by the College. Students' educational records (with the exception of directory information) will not be released to third parties outside of the College, except with the written consent of the student. Students have the right to inspect their own educational records, except for those to which students have expressly waived this right (e.g., Career Services placement files). Students have the right to request amendment of their records if they are found to be inaccurate, misleading, or otherwise in violation of the students' privacy or other rights. Such requests should be made as soon as the student becomes aware of the inaccuracy or any other problem.

Any student may file a complaint with the U.S. Department of Education concerning any alleged failure on the part of the College to comply with the requirements of the Family Educational Rights and Privacy Act.

**Directory Information.** The Family Educational Rights and Privacy Act permits the release of information designated as directory information to third parties outside the College without the written consent of the student. Great Falls College MSU has designated the following items as Directory Information: student name, address, email address, telephone number, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, and most recent previous school attended. The College may disclose any of those items without prior written consent.

*Currently registered students have the right to request that information designated as directory information be withheld from release by the College. Any student wishing to exercise this right must complete the bottom portion of this form and return it to the Admissions and Records office no later than the 10th class day of the academic term. This restriction will remain in place until the Admissions and Records office receives a written request from the student to remove the restriction.*

Student's Name: \_\_\_\_\_ ID: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Last updated 3/14/2016