The Family Education Rights and Federal Act (FERPA) affords students certain rights with respect to their education records. These are:

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 may submit to the Office of the Registrar, dean, head of the Department of Academic Affairs, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administration, supervisory, academic or research, or support staff position (including health or medical staff) and also clerical staff who transmit the education record; a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent), a person who is employed by Minnesota State Mankato Security Department acting in a health or safety emergency; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting school officials in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Equal Opportunity and Non-discrimination in Employment and Education. Minnesota State Mankato is committed to a policy of non-discrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in programs, services and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment is prohibited by law.

Discrimination means conduct that is directed at an individual because of his or her protected class and that subjects the individual to different treatment by agents or employees so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the university or otherwise adversely affects the individual’s employment or education.

Harassment includes unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature. Sexual harassment may occur when it is directed at members of the opposite sex or when it is directed at members of the same sex.

Inquiries regarding compliance or to file a report for a neutral investigation, contact the Office of Equal Opportunity and Title IX, 112 Armstrong Hall, or at 507-389-2986 (V) or 1-800-627-3529 or 711 (MRS/TTY).

Student Education Records University Policy. Federal law and state statute allow current and former students access to their education records. While the primary record is located in the Office of the Registrar, other records may be located in Admissions, Financial Aid, Business Affairs, Career Development Center, Student Health Service, Student Affairs, Graduate Studies, Office of International Students and academic departments.

Minnesota State Mankato has designated the following items as Directory Information. As such, this information may be released to the public without the consent of the student: name, date and place of birth, local and permanent address, major field of study, local and permanent telephone number, dates of attendance, previous college/university attended, degrees received, email address, awards and honors, height and weight information for athletic participation, performance records and participation in competitive events, and participation in officially recognized activities, sports and organizations. The student or directory information be kept private by contacting the Office of the Registrar, 132 Wigley Administration Center.

Equity in Athletics Disclosure Federal Act 1994. U.S. Department of Education guidelines now require post-secondary institutions participating in federal student aid programs to publish annual reports on gender equity in intercollegiate sports. In compliance with the EADA, Minnesota State Mankato prepared its first Equity Act report by October 1, 1996. Updated reports are released by October 15 of each subsequent year. Included is data on the amount of money spent on men’s and women’s teams and recruiting efforts, participation rates, personnel and operating expenses, revenues generated, and sports related financial aid allocations. The report is readily accessible to students, prospective students and the public.

Student Right-to-Know and Campus Security Act 1995. The Student Right-to-Know and Campus Security Act increased the level of information universities must collect and provide to current and prospective students and employees and to the Department of Education. The first part of the act, entitled the Student Right-to-Know Act, requires colleges and universities to compile and release institution-wide graduation rates for all students, with more detailed statistical information submitted on the graduation rates of the institutions. The graduation rate for Minnesota State Mankato new entering first year students, fall term 2009 cohort, is 49 percent. This percentage reflects the number of first time, full-time four-year degree seeking students either who received a baccalaureate degree within six years or an associate degree within three years. The 2009 cohort is the most recent one for which a six-year graduation rate is available.

Part II of the act, entitled the Campus Crime Awareness and Campus Security Act of 1990, requires colleges and universities to annually make available to all current employees and students as well as to applicants for enrollment or employment the following information: 1) a description of policies concerning the security of and access to all campus facilities, policies and procedures for reporting campus crime; and 2) statistics concerning the occurrence of certain categories of campus crimes. The information is available in the Minnesota State University’s "Safety" brochure, which is available to each enrolled student and employee annually. Copies are available from the Department Security, 222 Wicking Center, 507-389-2111, the Women’s Center, 246 Centennial Student Union, 507-389-6146, New Student & Family Programs Office 103 Peska Residential Community, and Human Resources, 325 Wigley Administration Center, 507-389-2015. The brochure is also available at www.mnsu.edu/safety.

Rights for Students with Disabilities. Minnesota State University, Mankato, is committed to achieving equal educational opportunity and full participation for qualified persons with disabilities. See http://www.mnsu.edu/atoz/policies/acessforstudentswithdisabilities2015.pdf Achieving full participation and integration of people with disabilities requires cooperative efforts of all the departments, offices, and personnel. Assurance of equal educational opportunity rests upon legal foundations established by federal law, specifically the Rehabilitation Act of 1973 including Section 504, and the Americans with Disabilities Act of 1990. All students with a disability may request accommodation through Accessibility Resources (132 Memorial Library, 507-389-2825).