

# Release of Directory Information

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Directory information may be released by the University without the student's written consent. Directory information consists of the following items: name; home address; local address; email address; NetID; photograph; classification or grade level (freshman, sophomore, graduate student, etc.); fields (programs) of study (includes majors, minors, certificates, degrees); dates of attendance; full- or part-time status; degrees, awards and honors, and dates awarded; most recent previous institutions attended; and permanent address (address at time of admission application) (this address is not updated after admission). Participation in recognized activities and sports, weight and height of members of athletic teams, and other similar information is considered directory information.

A student may deny the release of directory information by requesting that the information not be released. A student may restrict the directory information printed or displayed in the printed or electronic student directories on-line via Student Information System on the address update link. This change will be reflected in the on-line directory immediately. The printed directory is printed yearly and will not be updated or changed once printed. A student may request in writing that the Registrar restrict his/her student record so that no information may be released. The student's record will be "flagged" and no information will be released concerning this student to include honors or graduation lists or publications. A student may remove this restriction by notifying the Registrar in writing or by changing their election via Student Information System.

To deny the release of participation in recognized activities, the student must notify the Provost and the Dean of Students in writing. To deny the release of athletic information the student must notify the Director of Athletics in writing. The restrictions a student places on his/her record while a student will remain in place indefinitely. A former student, one who is not in attendance, must contact the appropriate offices above to deny the release of directory information.

Student Directory Information will be made available to private businesses, religious organizations, and other non-university organizations through the Campus Directory for the current school year which is available for purchase in the MSU Bookstore. While the Campus Directory is believed to be accurate (some students may have requested their names not to be listed), the University is not responsible for inaccuracies in the data. Computer generated labels, files or lists of any type will not be available to any non-university groups except to the extent required by law. Appeals will be handled by a subcommittee composed of the Registrar, the Director of Admissions, and the Dean of the Graduate School.