



# Minnesota State Community and Technical College Institutional Policies

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## **Policy Title: Student Directory Data**

### **Purpose:**

To comply with the Family Educational Rights and Privacy Act and the Minnesota Government Data Practices Act.

### **Definitions:**

Student email addresses and Star ID numbers are defined as Limited Directory Data for enterprise technology related purposes internal to the Minnesota State Colleges and Universities system that are approved by System Office IT, including, but not limited to, inclusion of email addresses and Star ID numbers in a directory accessible to Minnesota State students and employees.

### **Policy:**

Minnesota State Community and Technical College designates the following information as directory data:

1. Student name
2. Items needed to be accepted to the college and/or to a selective admissions program
3. Categories of holds preventing a student from registering for classes (i.e., academic or business office)
4. Major field of study
5. Honors, Awards, and Scholarships
6. Most recent educational agency or institute attended
7. Dates of attendance
8. Weight and height (used for student athletes only)
9. Dates of graduation, certification and awards

Because directory data is considered public, the college will release such information to anyone upon request except for the directory data of students who have requested suppression.

Students who wish to suppress their directory data must submit a written request by using the Release of Information form available on the college's website and selecting the DO NOT RELEASE option, which will remain in effect until a change is requested in writing.

### **Restricting your name will result in:**

Name not being listed in commencement publications

Denial of all student directory information being released to third parties

M State will not verify enrollment or attendance

Students who wish to override a suppression request for a specific party or purpose may do so by providing a written authorization to the Registrar's Office providing the specific details of the override.

M State designates the following information as *limited* directory data:

1. Permanent address
2. Telephone number
3. Students' personal and/work email address (if supplied by student)
4. Students' college email address
5. Student Star ID numbers

This information will be released with limitations. Student contact information, including college and/or personal email address and star ID, at the discretion of the college may be made available to third party vendors that provide services for the college. Students' college email addresses and Star ID numbers are approved for inclusion in the Office 365 Global Address List. Second-year students' mailing addresses and institutional email addresses will be disclosed to Minnesota State Colleges and Universities system universities for recruitment or marketing communications related to degree transfer.

Notwithstanding any other provision of this policy, the following information is defined as Limited Directory Data for purposes of sharing with LeadMN so the association can communicate with their members: Student name, e-mail address, and Student Change Code (NEW/RTN/DROP)

The suppression of directory data also includes a suppression of limited directory data unless the student provides a written authorization to release limited directory data to the Registrar's Office.

Should a student request suppression of their directory data, the full functionality of Office 365 may not be available to them due to their removal from the Global Address List for the college.

*Associated Policies:*

Family Educational Rights and Privacy Act, 20 U.S.C; 34 CFR Part 99 Minnesota

Government Data Practices Act, Chapter 13 of Minnesota Statutes

Minnesota State System Colleges and Universities [Office of the General Counsel Data](#)

[Privacy](#)

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## **Policy History:**

*Policy Owner: Chief Student Services Officer*

*Policy Author: Peter Wielinski, Shawn Anderson; Sharlene Allen*

*Date of Adoption: 2/7/2018*

*Date of Implementation: 2/7/2018*

*Date and Subject of Revision: 2/18/2020*

Policy Group Assignment: Students