

TO: Adult Degree Program Students

FROM: Kathee R. Clark, Registrar

RE: [Federal Regulations Involving Release of Information \(FERPA\)](#)

Release of Education Records: The Family Educational Rights and Privacy Act of 1974 (FERPA) provides students who are or have been in attendance at Messiah University certain rights with respect to their education records. A student is deemed to be in attendance at the University if he/she is enrolled and is either physically present for classes or receives instruction through distance learning. Education records may be paper or electronic and are defined generally as records, files, documents, and other materials maintained by the University which contain information directly related to the student and from which the student can be personally identified.

At Messiah University, education records include cumulative academic records, grades, course schedules, most student disciplinary records, and most student account and financial aid records. Education records do not include records that are created or received by the University after an individual is no longer a student in attendance and are not directly related to the individual's attendance, as well as grades on peer-graded papers before they are collected and recorded by an instructor. Education records also do not include records of administrative or instructional personnel which are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record; records which are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his/her professional capacity, made or maintained only in connection with treatment of the student, and disclosed only to individuals providing the treatment; financial records of parents; or records created and maintained by the Department of Safety for the purpose of law enforcement. These records, then, may not be inspected by students without the consent of the custodian of the records.

Non-directory education record information will be released if:

- The electronic FERPA Release [form](#) is completed and submitted through Self-Service Banner (Student tab) or a scanned copy of the completed form (see below) is emailed from your Messiah University email account to registrar@messiah.edu. **
- You have set up a privacy word in the [Challenge Response System](#) and have shared that word with the individual/s noted on the FERPA release.

**If a student submitted a FERPA release form during a previous Messiah University enrollment, this FERPA release remains in effect until/unless it is revoked/replaced by an updated FERPA release form.

Release of Directory Information: Federal law permits Messiah University to release directory information without student consent to anyone requesting that information unless a student instructs the University **not** to release it. Directory information at Messiah University includes a student's name, home address, campus address, all telephone numbers on record, high school attended, campus email address, photograph (available on the University's internal, secure, online system), dates of attendance, degree for which a student is a candidate, academic major, academic advisor, academic awards or honors, class year, full-time/part-time status, and weight and height for members of athletic teams. Additionally, Messiah University may provide lists of students' names by religious preference (if known) once each year in response to inquiries by

