

Mary Baldwin University
Family Educational Rights and Privacy Act 1974

Mary Baldwin University complies with the Family Education Rights and Privacy Act of 1974, as amended, for access to and the release of information contained in students records.

Under the law, Mary Baldwin University considers certain information to be "directory" information, which may be released without prior consent. Directory information consists of the following.

- Name; class; local address, e-mail, and telephone number; home address and phone number; and date of birth.
- Major field of study, dates of attendance, and degrees and awards received.
- Participation in officially recognized activities and sports.

Photographs or recordings may be taken by the university or its designs in public areas of the Mary Baldwin University campus and regional centers and at university events. The university may use such photographs or recording to document, promote, or provide information about the university and its programs without prior consent by individuals depicted or recorded in them.

A student has the right to refuse to permit the release of any or all directory information, and/or use of their image or voice without the student's prior written consent.

The university does not provide mailing lists to vendors except in certain instances in which the Dean or Associate Dean has determined that the vendor provides valuable services.

Additionally, under FERPA, Mary Baldwin University will not provide information regarding a student's educational record unless the student has consented to the disclosure. Information that is protected under FERPA includes but is not limited to such items as grades, class schedules, financial accounts, and behavioral issues. The only exception to this rule is described in the MBU Notification Policy which states that information may be disclosed to others on a need to know basis (i.e. family, medical personnel, etc.) under the following situations without student consent.

- Hospital care for medical or emotional reasons.
- Threats or behaviors that may result in harm to self or others.
- Report that a student is missing from campus raising concern for the student's personal safety.
- Arrest of a student or reports that a student is engaging in illegal activity.

In order to review a student's full rights under the Act, please consult the Mary Baldwin University Academic Catalogue and review the Declarations section. Questions or concerns should be directed to the Director of Academic Success for Online/Adult Programs.

The reason we have designated the above directory information is that students often want us to release it. You have the right to disallow the release of any or all directory information and/or use of your image or voice. If you wish to exercise that right, you must notify the Online & Adult Programs Office in writing and designate the information you do not want released. Please sign and date the form, and return it to the Online & Adult Programs office. We are required to keep a permanent record in your student file that you have been made aware of this "right to privacy."

*Signature _____ Date _____

**Typed name on signature line above constitutes legal signature.*

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