



FERPA: Consent to Disclose Student Education Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) was designed to protect the privacy of a student’s education records and to afford students certain rights pertaining to their education records. In accordance with FERPA policy, Mount St Joseph University will disclose education records to third parties only once the student provides written consent.

By signing, you understand and acknowledge that: (1) you have the right not to consent to the release of your education records; and (2) this consent shall remain in effect until revoked by you, in writing, and delivered to the Registrar’s Office, but that any such revocation shall not affect disclosures made prior to the receipt of any such written revocation. For a full description of rights protected under FERPA, please visit <https://registrar.msj.edu/undergraduate-catalog/student-rights-university-policies/academic-policies/ferpa.html>.

SECTION I: Education Records Release Form

PLEASE initial each category that may be released:

- _____ Grades/Grade Point Average (GPA)/Schedule/Academic standing
- _____ Financial Aid Awards, Eligibility/Billing/Past Due Balances
- _____ Other such as _____

MSJ may release information to the following third parties:

Printed Name(s): _____

Relationship(s) to Student: _____

Email: _____ Phone Number: _____

SECTION II: Student Signature

By completing and signing the information below, I, the student, consent for Mount St Joseph University to release information pertaining to my Education Records as selected to the following individuals/parties as indicated:

Student Name: _____ MSJ ID #: _____

Student Signature: _____ Date: _____

(Consistent with FERPA, the University generally does disclose certain records without a student’s consent in a number of specified circumstances. For more information, please consult Section 3 of the University’s FERPA Policy on Disclosure of Education Records.)

Original form must be returned in person or via MSJ email to the Registrar’s Office Registrar@msj.edu or Student Administrative Services Financial.Aid@msj.edu located in the Conlan Center. Questions can be directed to either office.