

MINNEAPOLIS  
COLLEGE of ART and DESIGN

**FERPA Guidelines for MCAD Employees  
Records Office**

MCAD complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). This federal law requires colleges and universities to maintain the privacy of student educational records.

MCAD designates certain information about its students as directory information and may release this to any person or organization in compliance with FERPA, as amended. (See list of directory information, below.)

Note: A student can prevent disclosure of directory information by notifying the Registrar in writing that they do not want such information to be released.

All other information in personal files or transcripts will be released only to MCAD officials who have legitimate educational interest and to other designated individuals with the written consent of the student.

Confidential information includes a student's financial aid information, academic standing, grades, grade point average and class schedule.

This restriction applies, but is not limited to, parents, spouse or a sponsor. Students may, at their discretion, grant MCAD permission to release information about their record to a parent or other individual by submitting a FERPA permission form via myMCAD.

For further questions, please contact the Records Office at 612.874.3727 or [records@mcad.edu](mailto:records@mcad.edu).

**What types of information may be released without student consent?**

<b>YES</b> <b>Directory/public information which may be released.</b>	<b>NO</b> <b>Information that is restricted and may only be released to eligible parties.</b>
<ul style="list-style-type: none"><li>• Legal name</li><li>• Address (including MCAD email)</li><li>• Telephone number</li><li>• Date of birth</li><li>• Dates of enrollment</li><li>• Honors</li><li>• Major</li><li>• Class level</li><li>• Expected date of graduation</li><li>• Enrollment status (full-time or part-time)</li><li>• Hometown</li></ul>	<ul style="list-style-type: none"><li>• Social security number</li><li>• Personal email address</li><li>• Institutionally recognized name as listed in campus systems</li><li>• Grades and/or GPAs</li><li>• Class ranking</li><li>• Academic standing (probation, dismissal)</li><li>• Class schedule</li><li>• Marital status</li><li>• Race and ethnicity</li><li>• Sex and gender</li><li>• Nationality</li><li>• Religion</li><li>• Financial information</li></ul>