

## Directory Information

For distribution to the public, Mineral Area College has defined the following as directory information. In compliance with the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380) as amended by P.L. 93-568, students may review any of their records by completing a formal, written request at the Registrar's Office.

Students may ask for a hearing to seek correction of information contained in the records, to clarify their meanings, or to insert into the records the student's explanation of the content of the record or part thereof.

Mineral Area College considers the following to be a student's directory information: Name, address, telephone number, date of birth, major or field of study, dates of attendance, full-time or part-time enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degree(s) or certificates awarded (including dates), awards received, and most previous educational institution attended.

At the postsecondary level, parents have no inherent rights to access or inspect their son or daughter's education records. The right is limited solely to the student. At Mineral Area College, records may be released to parents only if they have been given written release by the student or in compliance with a subpoena.

Any student who does not want any or all of the above-listed directory information to be released without his or her prior written consent must inform the Registrar's Office before the end of the second week of classes during the regular term (by the end of the first week of a summer term). The information listed above will become directory information or public information as of the specified time.

Forms to request the withholding of directory information are available in the Registrar's Office. The request to withhold directory information must be renewed each semester or term. If a student does not specifically ask that directory information be withheld, the college will assume he or she approves the disclosure of that information.

If issues of health and safety can be documented, campus community and law enforcement personnel may also be provided an individual photo. Further the college releases lists of students who qualify for the Dean's List, as well as lists of graduates to newspapers which cover the permanent address of record.

The college may use directory information internally as well as release it without prior consent.

Mineral Area College retains the right to exercise discretion in determining the release of directory information.

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