

Privacy and Release of Student Record Information/Directory Information

The Family Educational Rights and Privacy Act (FERPA) of 1974 (P.L. 93-380), as amended by P.L. 93-568, sets forth requirements regarding the privacy and release of student records. FERPA governs release of records maintained by an educational institution and access to those records.

Release of student record information is generally not allowed by Mineral Area College without written consent from the student. There are some exceptions including directory information, emergency situations, subpoenas, court orders, and an educational 'need to know' for appropriate faculty or staff.

Directory information includes the following and may be released without the student's consent: name, address, telephone number, date of birth, photo, major or field of study, dates of attendance, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degree(s) or certificate(s) awarded (including dates), awards received, and previous educational institution(s) attended.

Students have the right to restrict the release of directory information by submitting a 'Request to Restrict Directory Information' form available online or in the Registrar's Office. The restriction on directory information will apply to all who inquire with the exceptions mentioned in paragraph two.

It should be noted that if a student asks that directory information be withheld, it will be withheld from all sources of inquiry including: the **student**, friends, relatives, prospective employers, honor societies, and the news media. Students are advised to carefully consider the consequences if they decide to withhold directory information. Information regarding previous dates of attendance, degrees and awards, and previous educational agencies or institutions attended is always considered releasable.

If a student wishes to remove the FERPA restriction, he/she must do so in writing to the Registrar's Office. If a student does not specifically ask that directory information be withheld, the college will presume he or she approves the disclosure of directory information.

The right to review records becomes effective once a student enrolls. Students have the right to review their education records, except for those excluded by law, such as: records kept by a campus health professional, parent financial records, and confidential letters of reference. 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.

At the postsecondary level, parents have no inherent rights to access or inspect their son or daughter's education records, regardless of the student's age. The right is limited solely to the student. The student may complete a 'Consent for Release of Education Records' form to the Registrar's Office if he/she chooses to designate parents or others who are allowed to access his/her student records.

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