



# Family Educational Rights and Privacy Act

---

The Family Education Rights and Privacy Act of 1974 provides for the protection of a student's right to privacy of information that MCC has in its possession. It also provides a reasonable guideline for release or disclosure of such information as is required by federal and state law and as is necessary for the effective functioning of the college. MCC accords all the rights under the law to students who are 18 years old or older.

As a part of the college's instructional program improvement efforts, and to meet the requirements of the Carl D. Perkins Vocational and Technical Education Act, Section 113 and the Workforce Investment Act of 1998, Section 122, MCC will be using student Social Security Numbers to compile certain data for the purpose of instructional program improvement and Perkins and WIA reporting.

1. Students have the right to inspect and review their educational records and to receive copies of any such records at a minimal cost.
2. Student files are maintained in the Student Services Office and the Director of Enrollment Services is responsible for their upkeep. Information is maintained on previous transcripts and grades while attending Montcalm Community College. Financial aid and Veterans' records are maintained in the Financial Aid Office. All student services and instructional administration employees have access to these student records. All full-time instructors have access to the records of students attending or students who have attended their classes.
3. Students wishing to inspect their records may do so by contacting the Director of Enrollment Services.
4. MCC will not disclose personally identifiable information from students' records without prior written consent except for directory information as defined in the Buckley Amendment Final Regulations Sub Part A 99.3. Definitions. Directory information includes the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended and other similar information. Students have the right to refuse permission of their inclusion in directory information. Students may request, in writing each semester, that MCC withhold all information pertaining to them.
5. MCC will, for each request and for each disclosure of personally identifiable information, maintain a record. This record may be inspected by the student.
6. Students who believe that information contained in their records is inaccurate, misleading or in violation of their privacy or other rights may request of the Dean of Student Services that their records be amended.
7. Students who experience difficulties in viewing records, receiving copies, affecting amended changes, etc., may request a hearing with the college President and, if their issue remains unresolved, may file their concern with the Department of Education.

*You are receiving this to fulfill the federal requirement that all students will be informed of this policy upon initial registration. Questions should be directed to MCC Enrollment Services.*