

## **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**

### **POLICY**

The practices and procedures of Milwaukee Career College comply with the confidentiality and student record availability provisions of the Family Educational Rights and Privacy Act (FERPA). Students have the right to inspect and review the information contained within the records for these students. Confidentiality of student records is strictly protected. Eligible students are defined as a student who has reached 18 years of age or is attending an institution of postsecondary education at any age.

### **RIGHTS PROVIDED UNDER FERPA**

- The right to inspect and review the student's education records within 45 days after the day the Milwaukee Career College receives a request for access. A student should submit to the Associate Director a written request that identifies the record(s) the student wishes to inspect. The Associate Director or a member of the MCC Management Team will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the Associate Director, clearly identify the part of the record the student wants changed and specify why it should be changed. If Milwaukee Career College decides not to amend the record as requested, MCC will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before MCC discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

MCC discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by MCC in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of MCC who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has

a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for MCC.

FERPA also allows schools to disclose these records, without consent, to the following parties or under the following conditions

- School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to State law
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by MCC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

## **DIRECTORY INFORMATION**

Milwaukee Career College does not publish a student directory. However, under FERPA, Milwaukee Career College may disclose without consent “directory” information including a student’s name, MCC email address, telephone number, date and place of birth, degrees, honors and awards, field of study, enrollment status, and dates of attendance. Students have the right to refuse to allow any or all such information about the student to be designated as directory information. Students must notify the school in writing within the first 10 days of their first day of class with their desire to refuse to allow directory information to be released. All notifications must be submitted to the Associate Director.

## **RELEASE OF ACADEMIC INFORMATION**

Students may provide consent regarding non-directory information to designated third parties by signing and returning a Release of Academic Information form. Signing this form will allow Milwaukee Career College to release information to your funding agency and individuals you choose regarding your admissions interview, financial aid, grades, attendance, academic progress, and anything contained in your academic record both printed and electronic.