

Statement No. 714

OPR – EXECUTIVE VICE PRESIDENT, ENROLLMENT MANAGEMENT AND STUDENT SUCCESS

June 6, 1975

April 27, 1977

July 1, 1978

December 6, 1988

December 6, 2001

March 12, 2008

October 7, 2017

TITLE: STUDENT RECORDS - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

I. POLICY. The Board of Trustees, on April 27, 1977, approved the following policy:

“The Mississippi Gulf Coast Community College is in compliance with provisions granted under the Family Educational Rights and Privacy Act of 1974 [and subsequent revisions]. Under this law, students enrolled in any educational institution receiving federal funds are given certain rights concerning their school records. The policy of the Mississippi Gulf Coast Community College provides for:

- A. Informing students of their rights;
- B. Permitting students to inspect and review their educational records;
- C. Not disclosing personally identifiable information from the educational records of a student without the prior written consent of the student except as otherwise permitted as defined in Section II. D E. of this statement;
- D. Maintaining the record of disclosures of personally identifiable information from the education records of a student and permitting the student to inspect that record; and
- E. Providing the students with an opportunity to seek the correction of their records and permitting the student to place a statement in their educational records.”

II. PROCEDURES AND RESPONSIBILITIES

The following procedures implement the Board policy quoted above.

- A. Students have the right to inspect and review their educational records to ensure that these records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the students. Students may request correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.
- B. Disputes with parents of a student or the eligible student regarding the content of the student’s education records may be settled through informal

meetings and discussions with the parent or eligible student. If a dispute cannot be settled in this manner, an opportunity for a hearing will be arranged by the Deans of Student Services of the Campus to challenge the content of such student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

- C. Mississippi Gulf Coast Community College follows the policy of allowing students, upon request, access to their records within a maximum of 45 days as provided by the Family Educational Rights and Privacy Act. Students have the right to designate others to have access to their records, other than as provided by law. The Authorization to Release Information form is available in the Enrollment Services Center at each campus.
- D. The college may publicly share directory information; however, students may request the College to withhold directory information. The Request to Withhold Directory Information is available in the Enrollment Services Center at each campus

In compliance with the Family Educational Rights and Privacy Act, the college considers the following directory information: the student's name, address, college email address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees received, awards received, and major field of study.

- E. Mississippi Gulf Coast Community College will not release to any third party the educational records of eligible students (age 18 and older) without their written consent other than the exceptions listed below. Initially, the college will release name, address, college email address and phone unless otherwise specified from the acceptable third party.
 - 1. College officials who have legitimate educational interests.
 - 2. Officials from other schools, school systems, or postsecondary educational institutions where the student seeks or intends to enroll.
 - 3. Authorized representatives of the U. S. Comptroller General.
 - 4. Authorized representatives of the U. S. Attorney General.
 - 5. The U. S. Department of Education.
 - 6. State and local educational authorities.
 - 7. Authorized state and local officials and authorities.
 - 8. Authorized organizations conducting studies for, or on behalf of, educational agencies or institutions.
 - 9. Accrediting agencies carrying out their accrediting functions.
 - 10. The alleged victim of a crime of violence or non-forcible sex offense.

11. The parent of a dependent student as defined by the IRS.
 12. The parent of a student who is not an eligible student as defined under FERPA.
 13. The student.
 14. The parent of a student under the age of 21 regarding the student's violation of a federal, state, or local law, or institutional rule governing the use of possession of alcohol or controlled substance.
 15. Appropriate parties in connection with an emergency if knowledge of information is necessary to protect the health or safety of the student or others.
 16. In accordance with the Solomon Amendment, any military recruiting affiliates, such as Army, Navy, Marine Corp, Air Force, etc.
- F. Mississippi Gulf Coast Community College will maintain a record of individuals who request access of student records. With the exception of Section E. 1. (above) this record will contain the signature, the date, and the reason for needing records.
- G. Student records will be released at the end of each academic term upon request. All requests to access student records are to be submitted via email to associate.registrar@mgccc.edu. Fees may apply.