

POLICY TYPE: Learner Success

POLICY TITLE: Educational Records of Students

Primary Administrator: Vice President for Learner Success

Location of Related Procedures: Office of Vice President for Learner Success
Office of Registrar

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. It is the policy of Madison Area Technical College to adhere to the laws protecting the confidentiality of student information.

FERPA gives eligible students certain rights with respect to their educational records. Eligible students have the right to inspect and review their education records maintained by the College. Eligible students have the right to request that the College correct records which they believe to be inaccurate or misleading. The College must have written permission from the eligible student in order to release any information from the student's educational record except directory information, identified exemptions, or where it relates to the Solomon Amendment, SEVIS, and the Patriot Act.

FERPA allows for the release of directory information, that is, information that is not considered harmful if released to third parties outside of the College. This information may be disclosed without the student's consent. Madison Area Technical College has designated the following information as directory information:

- Student name
- Major field of study (program)
- Dates of attendance (by term)
- Enrollment status (full or part time)
- Degrees and awards received
- Participation in officially recognized activities and sports
- Weight and height of members of the athletic teams
- E-mail address

The College must inform eligible students about what the College has identified as directory information and allow eligible students a reasonable amount of time to request that the College

not disclose directory information about them. The College must notify eligible students of their rights under FERPA annually.

The Registrar is the official custodian of the student's educational record. The Registrar is responsible for monitoring adherence to this policy and for developing and implementing College procedures and appropriate training related to FERPA.

September 2005