

STUDENTS' RIGHT TO PRIVACY

(The Family Educational Rights and Privacy Act of 1974)

Annually Mount Ida College notifies students of their rights under the Family Educational Rights and Privacy Act (FERPA). FERPA affords students certain rights with respect to their education records.

Students **must consent** to the release of their academic information. (See *Permission to Release Information Form* in the *Guide to College Forms* section) A parent or guardian may be given the opportunity to review a student's educational record if a *Permission to Review Educational Records (PVER)*, which must be signed by both the student and parent/guardian, has been submitted to the Office of the Registrar. Parental permission to view a student's educational record will continue until the student formally withdraws it. The PVER Form is available from the Office of the Registrar.

Faculty advisors are required by FERPA to follow these guidelines:

- **If a parent requests information about a son or daughter, you must first check with the Registrar's Office to determine if the student has signed a Permission to Review Educational Records (PVER) form.** Mount Ida College considers all undergraduate student records to be confidential. If the student has signed a PVER, educational information can be released to the parent.
- **Be careful about giving information out over the telephone or through email.** It may be difficult to determine the identity of the person requesting information. Therefore, whenever possible, discussions about students' educational records should occur in person. If you are unable to meet in person, you need to take measures to ensure the identity of the person calling. For example, you could ask for the student's birthdate or ID number.
- **Grades cannot be posted by student ID number or by name.** It is not legal to post grades in this manner.
- **Students have the right to review their educational records and to request changes if there are inaccuracies.** Course grade books are exempt. The policy of Mount Ida College is that such requests are to be made in writing to the Registrar's Office. The College will arrange for the inspection of records within 14 days. If discrepancies are detected by the student, he or she must present a written request of the change. The College will notify the student of the outcome of that request within 45 working days. (Please refer to the Mount Ida College Catalogue for the complete description of procedures.)

Note: Do not rely on release status posted on MIWeb. Always contact the Registrar's Office for permission to discuss student records.

Sources: *Mount Ida College Catalogue of Academic Information: 2005 Family Policy Compliance Office, U.S. Department of Education*