

Students Rights to Records

Family Educational Rights and Privacy Act of 1974 (FERPA)

MSTC annually informs students of the Family Educational Rights and Privacy Act (FERPA) of 1974 in the College Catalog & Student Handbook. This act protects the privacy of educational records, establishes the rights of students to inspect and review their educational records and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. FERPA rights begin once a student is admitted to the College.

Education Records

Education Records are defined as “records, files, communications and other materials in any recorded medium that relate directly to a student and are maintained by MSTC.” These records include but are not limited to: academic records, financial records, disabilities information, counseling documentation and instructional progress. Health records that are shared with counselors or staff of MSTC for instructional or counseling purposes are classified as student records by FERPA.

Right to Review and Inspect Education Records

Students have the right to the following:

1. Inspect and review of information contained in educational records. (All requests to review educational records must be made in writing to the Student Records Manager.) Students are provided this opportunity for review within 45 days from the date of receipt of the request. Students may be provided with copies of their education records with appropriate written consent should they be unable to come to the appropriate campus location for review of their records. Official copies of students’ records may not be removed from MSTC.
2. Challenge the contents of their educational record in writing to the Student Records Manager.
3. Request a hearing in writing if the outcome of the challenge is unsatisfactory.
4. Submit an explanatory statement for inclusion in the educational record if the outcome of the hearing is unsatisfactory.
5. Prevent disclosure with certain exceptions of personally identifiable information.

6. Secure a copy of the institutional policy, which includes the location of all educational records. (Copies of the policy can be obtained from the Student Records Manager.)
7. File complaints regarding alleged violations of FERPA with the Family Policy and Compliance Office.

Directory Information

In complying with FERPA guidelines, MSTC will release the following directory information without the consent of the student:

- Student’s Name
- Student ID Number
- Address
- Email Address
- Telephone Number
- Birth Date
- Programs of Study
- Dates of Enrollment
- Degrees and Awards Received (including honors)
- Past and Present Sports and Student Activities

Students have the right to inform MSTC that any or all of the above information should not be released without their prior consent. Students who wish to restrict directory information from being shared should complete the Request to Prevent Disclosure of Directory information located at mstc.edu/pdf/RequestToPreventDisclosure.pdf. The revocation remains in effect till the end of each academic year (May 31) or at graduation and may be renewed after that time. Forms are available at mstc.edu or at any Campus/Student Affairs Office.

Consent to release directory information does not apply to registered sex offenders whose information has been provided to MSTC under the Wetterling Act, including information made available by the Wisconsin sex offender registry and community notification program.

Release of Records: Records are not released to parents without consent of the student. Grade reports are available on MyMSTC at the end of each term. Parents should arrange with their children for sharing of the information. Authorization by a parent to a student’s records does not authorize the parent to obtain the student’s MyMSTC password. Non-directory

information is not released to anyone without written permission from the student, except for the following agencies which can receive this data without the student’s permission as provided by the Family Education Rights and Privacy Act:

- Agencies providing financial assistance to the student such as employers, Division of Vocational Rehabilitation and the Veterans Administration
- MSTC designated school officials who have a legitimate educational need for the information include: designated school officials are defined as faculty, employees, auditors, collection agents and outside service vendors, who require non-directory information to perform a task or assignment. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.
- The Wisconsin Technical College Board as part of the process of securing state funds
- Faculty and staff members of MSTC who have a legitimate educational interest in the information
- Auditors with approved access
- Courts or legal officers on the basis of a subpoena
- Properly authorized educational authorities for the purpose of research, provided that the information is not given in personally identifiable format
- State and local officials to whom disclosure is required by state statute adopted prior to November 19, 1974

Prior Consent Not Required for Records Release—Release of Personally Identifiable Information to Other Colleges

Should an MSTC student seek to enroll in another college or university to complete a course or degree, MSTC may share personally identifiable data with that college or university’s education officials without the student’s prior approval. MSTC maintains a record of all releases of student records. A student may request to view a copy of what was shared with the other college by contacting the Student Records Manager at 715.422.5502.