Student Records And Privacy Rights
In accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) (Section 438 of the General Education Provisions Act 20 USC 1232), Middlesex Community College has adopted the regulations given below to protect the privacy rights of its students. Revisions and clarifications will be published as experience with the law and the institutions policy warrants.

Directory Information
The College, unless requested not to do so by the student, will release directory information about individual students to anyone who inquires. Directory Information is limited to name, address, date of enrollment, date of graduation, degree received, curriculum in which the student is enrolled, date of birth, participation in officially recognized activities and sports, weight and height of athletic team members, and official college honors such as Deans List. Students who do not wish to have directory information released must complete a Request to Prevent Disclosure of Directory Information form in the Student Information Centers. In no case will the College release a list of all students or groups of students to non-college personnel.

Non-Directory Information
No information, other than that contained in the directory (as outlined above), will be released without a students written consent except when prior written consent is not required by the Act. The College must disclose educational records without written consent of students to those federal and state government agencies and officials provided by law.

Inspection and Review of Records
Students may inspect and review their educational records upon request to the Registrar. As of January 1975, students have the right to examine their own files. There are, however, limitations that do exist on students rights to inspect and review these records. The College does reserve the right to deny students access to confidential letters and recommendations placed in their files prior to January 1975, confidential letters and recommendations associated with admission, employment or job placement, or honors to which students have waived rights of inspection and records containing information about more than one student. (In such cases, the College must permit access to that part of the record which pertains only to the inquiring student.)

Challenge of Records
Students have the right to challenge records they believe to be inaccurate, incomplete or incorrectly disseminated. If the outcome of the challenge is unsatisfactory, the student may submit an explanatory statement of inclusion in the education record. Such a statement shall become part of the information contained in the educational record and will be disclosed with it.

Records of Requests and Disclosures
The college will maintain records of requests and disclosures of nondirectory information. The records of requests shall include the names and addresses of the person(s) who requested the information and their legitimate interests in the information. The records of disclosures and requests for disclosures are considered a part of the student’s education records; therefore, they must be retained as long as the education records to which they refer are retained by the College.

Right of Complaint
Students who believe that the College is not complying with the requirements of the Family Educational Rights and Privacy Act (FERPA) or the regulations issued by the Department of Education implementing that Act may file complaints in writing to:
FAMILY POLICY COMPLIANCE OFFICE
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920