



MTI COLLEGE

Student Records and Privacy Rights Campuswide

Policy:

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Under the act, students have the right to review their education records and request that any information (excluding grades) they believe to be inaccurate, misleading or otherwise in violation of their right to privacy be corrected or removed. In addition, the act protects student privacy by requiring prior written consent before certain information from a student's education record may be released, with the exception of disclosing information to school officials or agencies authorized by law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, students may request that MTI not disclose directory information about them by notifying the Campus Director.

Students with questions or concerns regarding their records may schedule an appointment with the Campus Director. Questions regarding grades should be addressed directly with the appropriate instructor or dean. Complaints regarding the institution's compliance with FERPA requirements may be addressed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901