The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request is submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record; clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. 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 responsibility.

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4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Ave. SW
   Washington, D.C.  20202-4605

5. McPherson College defines directory information as the name, address, telephone number (home, cell, and college), e-mail address, and full/part-time status of each student. In addition, identification card photographs, classification, participation in official recognized sports and activities, and physical factors of athletes (height and weight) are considered directory information. The college may disclose such information at its discretion to the following: including, but not limited to, college publications, Kansas Independent College Fund publications, National Clearinghouse, public newspapers, and television. An eligible student may refuse to permit personally identifiable information to be published in the directories or disclosed to third parties. Requests for non-disclosure may be made by currently enrolled students. To withhold disclosure, written notification must be made to the Registrar’s Office. Requests are in effect from the date received in writing from the student until rescinded in writing by the student. For practical purposes, requests should be received by the Registrar’s Office no later than September 1/February 1 to ensure that the student’s directory information is not published in the Campus Directories. Students should understand that, by withholding directory information, some information considered important to students might not reach them.

6. McPherson College makes available, upon need and request, academic, disciplinary, and financial information to parents/legal guardians of its dependent students. Note that financial aid as well as student account information will only be provided to the parent/legal guardian identified on the Free Application for Federal Student Aid (FAFSA). Such information is intended to inform the parents/legal guardians of student progress. Requests for non-disclosure may be made by currently enrolled students. To withhold disclosure, written notification must be made to the Student Records Office.

I have read and understand these rights.

______________________________  __________________
Student’s Name (Please print)      ID Number

______________________________  __________________
Student’s Signature         Date