

## Miles Community College Annual Notice Designating Public Information

The Family Educational Rights and Privacy Act (FERPA) of 1974 and as amended, affords students certain rights with respect to their educational records. These rights include:

### **1) The right to inspect and review.**

You have the right to inspect and review your educational records. Educational records include any data or information about you, regardless of the media used to create or maintain the record. Educational records include those records maintained by the institution but exclude records maintained by individuals and available only to those individuals or designated substitutes (e.g. "personal files"). Your educational records are located and maintained by administrators in one or more of the following offices: Admissions, Alumni Relations, Registrar, Financial Aid, Student Accounts, Student Advising and in the academic departments.

Students will be provided access to their educational records whenever requested in writing within 45 days. Miles Community College reserves the right to deny copies of transcripts or copies of records not required to be made available under FERPA in any of the following situations: a) the student has an unpaid financial obligation to Miles Community College; b) the student is in default in the repayment of a loan obtained while in attendance at Miles Community College; c) there is an unresolved disciplinary action against the student.

To request access to your educational record, please contact the Registrar's office in writing. If copying of any portion of the student record is requested, we reserve the right to charge a reasonable fee based on the number of pages and mailing costs.

### **2) The right to request amendment**

If you wish to challenge or amend the contents of any portion of the educational record which you consider to be inaccurate, misleading or otherwise in violation of your privacy or other rights you must follow normal grievance procedures; please see the Student Grievance Procedure policy: (<http://milescc.edu/downloadfiles/studenthandbook.pdf>)

For requests of grade changes, please see the Grades & Credit policy: (<http://milescc.edu/downloadFiles/Catalog.pdf>)

### **3) The right to exercise some control over disclosures of your personally identifiable information.**

Miles Community College designates the following categories of student information as directory or public information. Such information may be disclosed by the institution for any purpose, at its discretion: name, home address, home phone number, work address, work phone number, FAX number, e-mail address, mobile/cell phone number, previous institutions attended, date of birth, place of birth, dates of attendance, grade level, class roster/schedule of classes, major/area of study, degrees/certificates awarded (including dates), photograph.

Your educational records are available to school officials who have a legitimate need for them in order to do their job, as determined by the administrator of the office responsible for maintenance of the record. A school official is a person or entity that provides a service for the institution.

Currently enrolled students may withhold disclosure of any or all items of public information from being released to a third party. To withhold disclosure, written notification must be received in the Registrar's Office. You may already have a hold in place; you are welcome to review your holds or make changes to which directory items you wish to hold/block from disclosure. Forms for the purpose of blocking the disclosure of public information are available from the Registrar: phone 406-874-6214; email [bluntl@milescc.edu](mailto:bluntl@milescc.edu)

Miles Community College assumes that failure on the part of any student to specifically request the withholding of public information indicates individual approval for disclosure.

### **4) The right to file a complaint**

Students have the right to file complaints with the Department of Education concerning alleged failures by institutions to comply with FERPA. Written complaints should be directed to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.