

STUDENT RIGHTS AND PRIVACY

7.20400 DR
DISTRICT REGULATION

PURPOSE

Metropolitan Community College is committed to protecting student rights and privacy in compliance with federal and state regulations. The Family Educational Rights and Privacy Act (FERPA) sets requirements to help protect the privacy of student education records, provides the right to inspect and review education records, provides the right to seek to amend education records, and limits disclosure of information from the education records. This regulation ensures that all operational procedures related to FERPA and student records are established, updated and implemented in accordance with college, state and federal guidelines.

DEFINITIONS

The following definitions shall apply to this regulation.

Directory Information: Metropolitan Community College defines directory information as the student's name, address, primary telephone number, college email address, photos, date of birth, place of birth, class, major field of study, dates of attendance, full-time/part-time status, degrees, honors and awards received, participation in officially recognized activities and sports, physical traits of athletes, and the most recent previous institution attended by the student.

Education Records: Records that are (1) directly related to a student and (2) Maintained by an educational agency or institution or by a party acting for the agency or institution.

School Official: Any 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 institutional services or functions that the College would otherwise use employees to perform (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 a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official must be under the direct control of the institution with respect to the use and maintenance of information from education records.

Student: Any person who attends or has attended a program of instruction at Metropolitan Community College.

ADOPTION May 19, 1975

REVISED: April 28, 2025

OFFICE OF RESPONSIBILITY: College Registrar

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REGULATION
MODIFICATION

This regulation may be modified or revoked by the Chancellor through the shared governance process established at the institution.

ENFORCEMENT

This regulation and any applicable related procedures shall be strictly enforced. Violations may result in disciplinary action, up to and including termination.

VALUES ALIGNMENT

Integrity