

2018 FERPA Disclosure

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a written request for access. Students should submit to the Campus Director a written request that identifies the record(s) the student wishes to inspect. A school official will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. A student may request the school to amend an education record the student believes is inaccurate or misleading. The student must write to the Campus Director, clearly identify the part of the education record the student wants changed and specify why the education record is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. If MBC decides not to amend the education record as requested by the student, MBC will notify the student of the decision and advise the student of his or her right to a hearing regarding the student's request for amendment. Additional information regarding the hearing procedures will be provided to the student when the student is notified by MBC of his or her 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 the student's consent. One exception permits the school to disclose personally identifiable information contained in the student's education records without the student's consent to school officials with legitimate educational interests. A school official is defined as a person employed by the school in an administrative supervisory, academic or research, or support staff position; a person or company with whom the school has contracted; or a student assisting a 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 responsibility. Upon request, MBC discloses education records without student consent to officials of other schools at which the student seeks or intends to enroll or where the student is already enrolled (as long as the disclosure is for purposes related to the student's enrollment or transfer), officials for audit or evaluation purposes, accrediting organizations, judicial order or lawfully issues subpoena, appropriate officials in cases of health and safety emergencies, and state and local authorities.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school 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 Avenue, S.W.
Washington, DC 20202-4605

Schools may, and Metro Business College will, disclose, without consent, “directory” information, which is defined as information on a student (such as name, address, telephone number, date and place of birth, honors and awards, and dates of attendance) that colleges may release to third parties without the consent of the student. Metro Business College has defined directory information to be the student’s name, address(es), telephone number(s), email address, birth date and place, program undertaking, dates of attendance, honors and awards, and credential awarded. If a student does not want some or all of his or her directory information to be released to third parties without the student’s consent, the student must present such a request in writing to the Campus Director.