



Mount Wachusett Community College

444 Green Street, Gardner, MA 01440-1000

Office of Records

(978) 632-6600 x. 106

To: Mount Wachusett Community College Students

From: Rebecca L. Forest, Assistant Dean of Records & Institutional Research

Subject: MWCC Policy – The Family Educational Rights and Privacy Act (FERPA)

The release of information contained in and access to update/change MWCC student records, especially grades, transcripts, course registrations, and financial aid information, is strictly controlled and regulated by federal law, the Family Educational Rights and Privacy Act (FERPA).

Effective April 1, 2002 all “directory information” will be given upon request to various organizations, agencies, and individuals unless this “Confidentiality Request Form” is completed, or the individual student record has already been notated as confidential. A student must also release a confidentiality notation in writing.

The Family Educational Rights and Privacy Act (FERPA):

FERPA requires the College to protect the privacy of student record information with regard to access to a student’s college records, the release of such records, and the opportunity to challenge records should they be inaccurate, misleading, or inappropriate. The College Catalog and Student Handbook detail the types of records available for inspection and the procedure to access these records.

No information, other than the data determined to be “directory information” can be provided to a custodial parent, non-custodial parent, or other third party without the permission of the student unless very specific criteria have been met.

Directory Information:

The College considers "directory information" a student's name, city and state of mailing address, program of study, enrollment status, degree or certificate earned, college sponsored email address, and academic honors received. As authorized by the Records Office, the "directory information" is given upon request to various organizations, agencies, or individuals.

Students have the option of making their “file” and “data” **confidential**. Students choosing to have their data marked as confidential are identified in the student information system (Banner) and their information is excluded from the College’s directory information. When a confidentiality notation is placed on a student record, any and all requests for directory information, enrollment verification, any public announcements such as newspaper announcements, Dean's List, and graduation list is expressly prohibited without the written consent of the student.

_____ I wish to **ADD** the confidentiality notation on my records.

_____ I wish to **REMOVE** the confidentiality notation on my records.

(You may change your designation at any time)

Student Signature: _____ Date: _____

Name Printed: _____ Student ID: _____

For Office Use: Entered: _____ Date: _____