

**MILWAUKEE AREA TECHNICAL COLLEGE**

**Notification to Students of Their Privacy Rights and  
Student's Access to Their Education Records**

MATC is in compliance with the "Privacy Rights of Parents and Students" (Part 99 of Title 45 of Federal Regulations) and maintains the following records for its students:

**Educational Records Maintained**

The following items of information are retained while the student is in school. All records are not created for all student divisions and some records are not retained after the student has left school. In the following list, the person to see refers to a district official located on the Milwaukee Campus. On other campuses, Student Services representatives should be consulted as to the location of the record in question.

<b><u>Records</u></b>	<b><u>Whom to See</u></b>
Business Office: Payment Plan Agreements	Student Accounts
Registration and Records Office: <ul style="list-style-type: none"><li>• Admissions Application</li><li>• Counselor Memos</li><li>• Evaluation of Graduation Requirements</li><li>• Academic Evaluation</li><li>• External Medical Records Required in the Admissions Process</li><li>• Instructor Grade Change Authorizations</li><li>• MATC Academic Records</li><li>• Transcripts from Previous Schools</li></ul>	Registrar
Testing Center: Achievement and Aptitude Test Results	Manager of Assessment
Financial Aid Office: Records of Applications and Awards	Director of Financial Aid
Health Center: Health Center Visit Reports	College Nurse
Library Fines and Overdue Books	Librarian

Employment Development Center:  
Graduate registration cards  
Graduate Training guarantee

Employment Development Manager

Student Activities:  
Conduct Committee Actions

Director of Student Affairs

### **Procedure for Reviewing Records**

Any former student wishing to review his/her records should make the request in writing to the registrar. Currently enrolled students may see their records with a counselor. Requests for copies of such records should be made to the registrar or the Student Services representative at the regional campuses. Requests will be honored within 45 days.

Any student who believes that there is inaccurate or misleading information in his/her academic record should arrange for a hearing with the registrar.

Copies of academic records may be obtained from the transcript department. Cost of transcript: Each transcript will be duplicated at the current rate per document.

### **Release of Directory Information**

Directory information is given to anyone who requests it. The following is considered in that category at MATC.

1. Student Name
2. Major Field of Study
3. Dates of Enrollment
4. Full-time/part-time Status
5. Diplomas, Degrees, or Certificates Awarded
5. Participation in Officially Recognized Activities and Sports.

**NOTE:** If a student wishes any of the above directory information withheld from whoever would inquire, a written request must be submitted to the registrar within the first semester of enrollment.

**Caution:** There may be undesirable consequences to the student if such information is restricted.

### **Release of Other Student Information**

Nondirectory information is not released without specific permission of the student.

MATC must disclose education records or components thereof without written consent of students to:

1. Students who request information from their own records. MATC may require a written request for student access.
2. Authorized representatives of federal and state educational authorities for audit and evaluation of federal- and state-supported programs.
3. State officials to whom disclosure is required by state statute adopted prior to November 19, 1974.
4. Veterans Administration.

MATC may disclose educational records or components thereof without written consent of students to:

1. Personnel within the institution determined by the institution to have legitimate educational interest. This includes MATC faculty and staff who need to refer to student records for advising/counseling purposes.
2. The Financial Aid Office for the purpose of making determinations regarding the disbursement of financial aid monies.
3. The Admissions Department when making determinations on the admissibility of students into programs.
4. Persons or organizations providing financial aid to the students, or determining financial aid decisions concerning eligibility, amount, conditions, and enforcement of terms of said aid (financial institutions, employers, DVR).
5. Properly authorized organizations conducting research provided the information secured does not disclose the personal identification of students.
6. Accrediting organizations carrying out their accrediting functions.
7. Comply with a judicial order or a lawfully issued subpoena, provided that a reasonable attempt is first made to notify the student.
8. A person in an emergency, if the knowledge of information is necessary to protect the health or safety of students or other persons.