



**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: PRIVACY ACT

Code: FF0100

Policy Reference: F0100-1, Student Services, Student Records, Admissions and Registration

The following statement appears in the school schedules and bulletin:

MATC is in compliance with the Family Educational Rights and Privacy Act of 1974, the purpose of which is to let the student know what educational records are kept by the school, to give the student the right to inspect such records and to ask for correction if necessary, and to control the release of such information to those who are not involved in the educational process.

Under the Privacy Act certain directory information is made available to anyone who requests it unless the student specifically asks that this not be done. The only information that MATC considers in this category is as follows: Name; major field of study; dates of enrollment; diplomas, degrees, or certificates awarded; and participation in officially recognized activities and sports.

The Student Service offices on the various campuses will, on request, provide the student with a statement showing what records are maintained, where to find them, how to ask for a chance to inspect the records, how to ask for correction, who has access to the records, and how the student may release information to others.

It is the intent of Student Services that students can be shown anything in their records with a written request signed by the student. Requests will be honored within 45 days.

It is the responsibility of all administrative and instructional personnel to inform the registrar of any educational records, as defined by the law, in their possession. Notes, memos, etc., become an educational record whenever they are such as to be accessible or revealed to others.

Office of Responsibility: Student Services
