

Mid-South Christian College

Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

The right to inspect and review the student's education records within 45 days of the day Mid-South Christian College receives a request for access.

Students should submit to the academic dean a written request that identifies the record(s) they wish to inspect. The academic dean will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the academic office, the academic dean shall advise the student of the correct person to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

Students may ask Mid-South Christian College to amend a record that they believe is inaccurate or misleading. They should write the official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Mid-South Christian College decides not to amend the record as requested by the student, Mid-South Christian College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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 consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by Mid-South Christian College in an administrative, supervisory, academic, or support staff position; a person or company with whom Mid-South Christian College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another 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 professional responsibility.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Mid-South Christian College 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