

College of Menominee Nation

Annual Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) 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 10 days of the day the College of Menominee Nation receives a request for access.

A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar 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 Registrar, the Registrar will advise the student of the correct official to whom the request has been directed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the College of Menominee Nation to amend a record should write the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College of Menominee Nation decides not to amend the record as requested, the College of Menominee Nation will notify the student in writing of the decision and the student's right to an administrative 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.

3. The right to provide written consent before the College of Menominee Nation discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College of Menominee Nation discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. School officials are those members of an institution who act in the student's educational interest within the limitations of their "need to know." They may include a person employed by the College of Menominee Nation in an administrative, supervisory academic, or research or support position, including College of Menominee Nation, Student Life, or other department staff; a person elected to the Board of Trustees; a person serving on an institutional governing body of the College of Menominee Nation; a person used, employed by or under contract to the College of Menominee Nation to perform a special task (e.g., an attorney or auditor, outside consultant, external clinic or internship administrators); a person or organization acting as an official agent of the institution and performing a business function or service on behalf of the institution; a student conducting College of Menominee Nation business (e.g., serving on an official committee, working for the College of Menominee Nation, or assisting another school official in fulfilling his or her professional responsibility); and any other person determined by the Office of the Registrar, the Chief Academic Officer, or the Vice President Green Bay Campus and Department Deans of the College of Menominee Nation to have a need to know the information in order to perform

his or her administrative tasks, to provide a service or benefit for a student, or to fulfill a legitimate educational interest of the College of Law.

A school official is determined to have legitimate educational interest if the information requested is necessary for that official to (a) perform appropriate tasks that are reasonably necessary based on his or her position or duties; (b) perform a task related to a student's education; (c) perform a task related to the discipline of a student; or (d) provide a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.

The College of Menominee Nation has designated the following categories of student information as public or Directory Information:

- Name;
- Addresses; permanent, campus, local (off-campus), email and campus computer network (IP) address;
- Student I.D.;
- Associated telephone numbers;
- Date and place of birth;
- Field of study and concentrations;
- Degree(s) sought;
- Expected date of completion of degree requirements and graduation;
- Degrees conferred;
- Awards and Honors (e.g., Dean's list);
- Full- or part-time enrollment status and class level (i.e., 1L, 2L, 2PT, etc.);
- Dates of attendance;
- Participation in officially recognized school activities (e.g., ABIL, Student Government, etc.); and
- Photograph.

The College of Menominee Nation **may** disclose any of these items at its discretion, without prior written consent unless notified in writing not to disclose. Note, however, that the College of Menominee Nation values your privacy. Therefore, while the College of Menominee Nation reserves the right to release student directory information, we generally do not release information other than the list above, unless (1) required to do so by law, (2) based on unusual circumstances warranting disclosure at the College of Menominee Nation discretion, or (3) with the student's consent:

- Name, address, phone #, campus email, field of study;
- School or college attending;
- Degree(s) sought;
- Degrees conferred; and
- Dates of attendance.

The College of Menominee Nation does not disclose or confirm directory information about a student without consent if it uses non-directory information (including SSNs) to identify either the student or the records from which the directory information is determined. A request for non-disclosure by a student is in effect from the date received in writing from the student until rescinded in writing by the student. Notice can be given by completing a *Student Request for Non-Disclosure* form, available from the Office of the Registrar. Please note that the opt-out right cannot be used to prevent the College of Menominee Nation from disclosing or requiring the student to disclose his or her own name, identifier, or institutional e-mail address in a class in which the student is enrolled.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College of Menominee Nation to comply with the requirements of FERPA.

Students are encouraged to contact the Registrar's Office – GM 101F in Student Services or email jwaukau@menominee.edu or sgraham@menominee.edu with questions or concerns about FERPA. Students also have the right to contact the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W. Washington, D.C. 20202-4605 with a complaint about the College of Law's compliance with the Act.

For more detail regarding this important law, see the (policy located on the policies page of the internet at www.collegeofmenominee or available in print form from the Registrar's Office.