



**Mississippi
College**
A CHRISTIAN UNIVERSITY

Office of the Registrar
Box 4028 | 20 Nelson Hall
Clinton, MS 39058
601-925-3210
Registrar@mc.edu
www.mc.edu/offices/registrar

Student Request to Review Education Records

The Family Educational Rights and Privacy Act (FERPA) requires all schools to make student education records available within 45 days of a student's request. Same date requests are not granted. Picture ID is required before the review of your education records can commence.

FERPA provides students the following rights:

- to inspect and review educational records by requesting it in writing to the appropriate University official. Requests can take up to 45 days. The 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 Registrar does not maintain the records, the student shall be advised of the correct official at the University to whom the request should be addressed.;
- to request the amendment of their educational records they believe are inaccurate or misleading. Students may ask the University to amend a record they believe is inaccurate. The student should write the Office of the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University 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, such as directory information. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position or a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent). 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;
- students who believe their privacy has been violated have the right to file a written grievance with the Office of the Registrar;
- students are informed of their rights under FERPA at the beginning of each semester by the Office of the Registrar. The annual FERPA notice is located on the Office of the Registrar page www.mc.edu. For the annual notice please go to <https://www.mc.edu/offices/registrar/ferpa> or the current academic year's catalog located at catalog.mc.edu.

Students may not obtain copies of such records, unless failure to do so would prevent the student from obtaining access to the records. Students may not inspect and review the following as outlined by the Act:

- financial records of the parents or any information contained therein;
- materials to which the student has waived his right of inspection and review including confidential letters and recommendations associated with admission, employment or job placement; or
- education records containing information about more than one student, in which case the University will permit access only to that part of the record which pertains to the inquiring student.



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Step 1: Student Information

First Name: _____ Middle Initial: _____
Last Name: _____
Previous Name (if applicable): _____
Date of Birth: ____/____/____
Current Phone Number: _____

Step 2: Appointment Time (Provide Two Options Below)

Preferred Appointment Date/Time: _____
Preferred Appointment Date/Time: _____

Step 3: Records Requested

I wish to inspect the following records (identify as precisely as possible):

Instructions:
Complete Steps 1 through 4 and return to the Office of the Registrar in person with a valid photo ID.
If you no longer live with commuting distance of the school, you will need to complete step 5. The form must be mailed to the Office of the Registrar. Only original mailed forms will be accepted.

Step 4: Signature

I certify that the information above is accurate and verify that I am the individual listed on this request:

Signature Date

Step 5: Notarization (If student has a legitimate reason they are unable to present this document in person)

State of _____
County of _____
The foregoing instrument was acknowledged before me this _____ by
(date)
_____, who has produced _____ as identification.
(name of person completing form) (type of identification)

Witness my hand and seal

Notary Public for the State of _____
My commission expires _____

[Notary Seal]