



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Records Access and Privacy Rights of Students and Parents	FJ - I	5	8/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
F – Students	Student Records	FJ	8/26/2025

A student's permanent record may include demographic information, admission information, residency, documentation, immunization information, date of enrollment, complete academic history, standardized achievement and placement test scores, credits transferred from other institutions, degrees, certificates, honors and awards, presidents of campus clubs and organizations, membership in Phi Theta Kappa, and date(s) of graduation. In accordance with the Family Education Rights and Privacy Act (FERPA), any student having attended McLennan Community College has the right to inspect, review and obtain copies of any and all official records, files, and data directly related to herself/himself. Access to the student's records may be obtained in the following manner:

- I. Students may make request in person or in writing at Highlander Central.
- II. The appropriate officer of the College will make the designated records available within a reasonable period of time, but in no case more than 45 days after the request.
- III. Copies of records will be provided at the current prevailing cost.
- IV. Exceptions:
 - A. Financial records of the parents of the student or any information contained therein.
 - B. Confidential letters and statements of recommendation, which were placed in the education records prior to January 1, 1975, if such letters or statements are not used for purposes other than those for which they were specifically intended.
 - C. If the student signs a waiver of his/her right of access to the following information:
 1. Confidential recommendations for admission
 2. Confidential recommendations for employment



3. Confidential recommendations for honor recognitions

Provided, however, that the student, upon request, be notified of the names of all persons making confidential recommendations and such recommendations be used solely for the purpose for which they were specifically intended.

- D. Records of a physician, psychiatrist, psychologist or other recognized professional or paraprofessional, provided the records are created and used only in connection with treatment of the student, and such records are available only to those providing such treatment.
- E. Education records containing information about more than one student; however, in such cases the institution will permit access to the part of the record which pertains only to the inquiring student.

ACCURACY OF RECORDS

Any student having attended McLennan Community College will have an opportunity to challenge and have corrected inaccurate, misleading and inappropriate data.

I. Informal Review

Make a request in person or in writing at Highlander Central. The student may be required to complete a "Request to Inspect and Review Educational Records" form.

II. Formal Review

If the information review does not clarify the question of accuracy of record keeping, the student may request a formal review. The Vice President, Strategic Planning and Enrollment will chair and appoint a committee to hear challenges concerning student records.

DIRECTORY/GENERAL INFORMATION

This is information which may be released to the general public without the written consent of the student. A student may request that all or any part of the Directory Information be withheld from the public by completing a "Request to Withhold Directory or Public Information" form at Highlander Central during the first 12 class days of a fall or spring semester, the first four (4) class days of a summer term or the first two days of a minimester term. This request will apply only to the current enrollment period. Requests must be accompanied by a photo ID. The following will be included as Directory Information:



- I. Name
- II. Student's Address
- III. Parents' Names and Address
- IV. Telephone Number
- V. Major Field of Study
- VI. Classification
- VII. Participation in Officially Recognized Activities and Sports
- VIII. Weight and Height of Members of Athletic Teams
- IX. Dates of Attendance
- X. Degrees, Awards and Date(s) Received
- XI. All Previous Educational Agencies or Institutions Attended
- XII. Photographs that may be used in MCC publications, videos, or Internet sites
- XIII. Honors
- XIV. E-mail address
- XV. Enrollment Status (full-time or part-time)

Students who request that the College withhold directory information should be aware that nondisclosure stipulations stay in effect until removed by the student. Students who chose not to release directory information will not be included in the public release of the Honors List and directory information will not be released to potential employers and other interested parties.

AUTHORIZED ACCESS TO STUDENT RECORDS

As provided in PL 93-380, the following will be provided access to a student's record without prior consent from the student; and no record thereof will be maintained.

- I. School officials of McLennan Community College who have authorized college-related interest in the student's record or officials of other schools in which the student seeks or intends to enroll. The student is entitled to a copy of the record forwarded to the other institution(s) if they so desire. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.



- II. Individuals needing the information in connection with a student's application for receipt of financial aid.
- III. State or local officials to which educational data must be reported.
- IV. Legitimate organizations (American College Testing, College Board, Educational Testing Service) developing, validating, or administering predictive tests or student-aid programs. Such data is not to be released in any identifiable form and will be destroyed by the organization after the research has been complete.
- V. Accrediting agencies.
- VI. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.
- VII. In compliance with judicial order pursuant to any lawfully issued subpoena.
- VIII. Representatives of the Comptroller General of the United States, Secretary of Education, administrative heads of educational agencies, or state educational authorities.
- IX. Emergency situations when the information is necessary to protect the health or safety of some person.
- X. Agencies or institutions that have requested records where the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

All other individuals, agencies, or organizations which request or obtain access to a student's records must have prior written consent of the student involved.



RECORD OF ACCESS

McLennan Community College will maintain a record, kept with the education records of each student, which will indicate all individuals, agencies, or organizations which have requested or obtained access to a student's records (except those described in A-I, above).

The record must indicate specifically the legitimate interest for viewing the record. It must:

1. Be signed and dated by the person giving such consent.
2. Specify the records to be released.
3. State the reasons for such release.
4. List the names of the parties to whom such records will be released.

AREAS IN WHICH STUDENT RECORDS ARE MAINTAINED

I. Academic Records

1. Office of Student Admissions and Recruitment and Student Records
2. Programs, Departments, Faculty and Administrative Offices

II. Student Services Records

1. Student Development
2. Student Support Services

III. Financial Records

1. Business Office
2. Office of Financial Aid

The Vice President, Strategic Planning and Enrollment is responsible for the supervision of student records and the implementation of the procedure.

Complaints concerning failure to comply with the Family Educational Rights and Privacy Act (FERPA) may be made in writing to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave, SW
Washington, DC 20202-4605