

## **FERPA/Privacy Act**

CMN policies regarding family educational and privacy rights are governed by the Family Educational Rights and Privacy Act of 1974 (FERPA). Copies of the act, policies, and regulations are maintained in the Registrar's Office. CMN students have the right to:

1. inspect and review information contained in their educational records,
2. challenge the contents of their educational records,
3. hold a hearing if the outcome of their challenge is not satisfactory,
4. submit an explanatory statement for inclusion in their educational record if the outcome of their hearing is unsatisfactory,
5. prevent disclosure, with certain exceptions, of personal information from their educational record,
6. secure a copy of the institutional policy, which includes the location of all educational records.

CMN has declared the following to be open directory information:

1. name, local and permanent address or hometown,
2. telephone listing
3. electronic mail
4. photograph
5. date and place of birth
6. major field of study
7. dates of attendance, grades level, and enrollment status
8. degrees, honors and awards received
9. participation in official organizations and activities
10. most recent educational institution attended

## **Access to Student Academic Records**

In accordance with FERPA, eligible students are entitled to access official educational records directly related to the student, including the right of inspection and review. Students should contact the Registration Office for access to academic records.