



MarymountManhattan

TO: Marymount Manhattan College Students
FROM: Office of the Registrar/Center for Student Services

SUBJECT: Annual Notification of Student Privacy Rights under FERPA

Dear MMC Student:

MMC is committed to maintaining the privacy and confidentiality of your education records. We want to take this opportunity to give you a brief summary of your rights with respect to your education records under the Family Educational Rights and Privacy Act (FERPA) of 1974. This federal law governs the release of and access to student education records. These rights include:

1. The right to inspect and review your education records within 45 days after the college receives a request for access. If you want to review your records, you may contact the Office of the Registrar or college official that maintains the record in writing to make appropriate arrangements.
2. The right to request an amendment of your education record if you believe it is inaccurate, misleading, or otherwise in violation of your privacy rights under FERPA. If you feel there is an error in your record, you should submit a written request to the institution's office maintaining that record, clearly identifying the part of the record you want changed, and specifying why it is inaccurate or misleading. The college official will notify you of their decision and advise you regarding appropriate steps if you do not agree with the decision.

Note: This does not apply to disputes about grades assigned by faculty.

3. The right to provide written consent to disclosures of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. Below are circumstances in which your consent is not required:

- To MMC officials with "legitimate educational interests". – An MMC official is a person employed by Marymount Manhattan College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel, health staff and volunteers) who has a "need to know" about information from your education record in order to fulfill his or her official responsibilities at the MMC.
- A third party or organization whom MMC has contracted as its agent to performing a business function or service on behalf of the institution (i.e. National Student Loan Clearinghouse, collection agent, auditors)
- A person serving on the Board of Trustees
- A student serving on an official committee, such as a disciplinary or grievance committee, assisting another school official in performing his or her tasks.
- Information may be released to a parent or guardian if the student is declared financially dependent upon the parent or guardian as set forth in the Internal Revenue Code.
- Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University 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, SW
Washington, DC 20202-8520

Disclosure Without Consent

FERPA permits the disclosure of Personally Identifiable Information (PII) from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The college may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the university determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the university's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the university, governing the use or possession of alcohol or a controlled substance if the college determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))
- The disclosure concerns sex offenders and other individuals required to register under section 17010 of the Violent Crime Control and Law Enforcement Act of 1994.
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))

Directory Information

Marymount Manhattan College may release directory/public information without a student's consent. Marymount Manhattan College has identified the following as directory information: student's name, Home address, telephone/cell number, MMC e-mail, academic program, degree, majors, minors, concentration, anticipated date of graduation, academic level (classification), current enrollment status (full, half, part-time, etc.), dates of attendance, degree received, previous attended institutions attended , and participation in college recognized activities and sports.

You may request to restrict the disclosure of directory information by filing "Request to Restrict Directory Information" form. The form can be downloaded from the following link:

<http://www.mmm.edu/offices/center-for-student-services/forms-and-publications.php>

Students may authorize the release of information from their education records to their parents, guardian, or other party by accessing MMC Connect. Under "Academic Profile", students can click on "Add/Update Parent/Guardian/Other" or "Grant Rights to Parents/Guardian". The parent/guardian or other designated individual will be given his/her own login id and password. Access to academic and/or financial information is available online via MMC's intranet system, [Parent Connect](#).

For more specific details about FERPA, you may view Marymount Manhattan [FERPA policy](#) or on the [U.S. Department of Education's Family Policy Compliance Office \(FPCO\) website](#).

If you have questions regarding FERPA, you may contact the Office of the Registrar via email css@mmm.edu or the Center for Student Services at 212-517-0500.