

What is FERPA?

Confidentiality of Student Records

Morton College is in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 and its amendments and provides the following annual notice of rights accorded students under this law.

Morton College will not release to any individual or agency, nor permit them to access, the educational records of a student except directory information without the student's written consent. This restriction does not apply to:

- Morton College administrators, faculty, staff or other school officials demonstrating a legitimate educational interest.
- State and federal offices requiring specific institutional reports.
- Agencies or officials presenting a judicial order or subpoena.
- Persons needing to protect the health or safety of a student or other people in an emergency.

Student directory information may be made public, at the discretion of the College, without the written consent of a student under the following conditions:

- The College must publicly announce its intention to make directory information available.
- The type of information it will disclose.
- The procedure a student can follow to deny in writing the right of the College to publish this information.

Directory Information

Morton College defines directory information as a student's name, address, telephone number, dates of attendance, major, awards and degrees received. The College may disclose any of these items unless a student submits a written request to withhold directory information to the Office of Admissions and Records. This request is valid for up to one academic year (July through June) and must be renewed each academic year, if the student so desires.