

Privacy of Student Records

McMurry University adheres to the Family Educational Rights and Privacy Act of 1974 (FERPA) that governs the access and release of information from a student's education records. This policy applies to the education records of all students beginning the first class day of the first term of attendance at McMurry, and includes all methods of enrollment.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) ANNUAL NOTICE TO STUDENTS:

McMurry University annually informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act protects the privacy of education records, establishes the right of students to inspect and review their education records, and provides guidelines for the correction of inaccurate or misleading data.

DISCLOSURE OF STUDENT RECORDS:

In general, personally identifiable information from a student's education record will not be disclosed without written consent from the student. This includes, but is not limited to, grades, academic schedule information, and transcripts. The Act does allow some exceptions in which a student's education records can or must be released which include notification in cases involving certain types of disciplinary proceedings or subpoenas. In addition, two other exceptions may be made by the university: (1) directory information, as listed below, may be released unless the student requests that it be withheld and the proper paperwork is on file in the Registrar's office; (2) student records may be released to the parents of dependent students as defined by Internal Revenue Code 1986, Section 152.

DIRECTORY INFORMATION:

McMurry University designates the following as public or Directory Information. As such, it may be disclosed by the university for any purpose at its discretion.

- *Name*
- *Date and place of birth*
- *Hometown*
- *Local and permanent address / telephone numbers*
- *Directory phone*
- *Student's McM email address*
- *Major and minor fields of study*
- *Anticipated degree*
- *Dates of attendance*
- *Degrees and awards received*

- *Classification*
- *Anticipated graduation dates*
- *Student enrollment status (full-time / part-time)*
- *Currently enrolled or not*
- *Participation in officially recognized activities and sports*
- *Weight and height of members of athletic teams*
- *Previous educational agencies or institutions attended*
- *Photographs*

WITHHOLDING DIRECTORY INFORMATION:

Currently enrolled students may withhold disclosure of Directory Information under the Family Educational Rights and Privacy Act. Written notification to withhold Directory Information must be on file in the Registrar's office by the last day to add a course for each term. Forms are available in the Registrar's office.

OFFICIALS OF THE UNIVERSITY:

Faculty, staff, and board members of the university have access to student education records in the performance of their regular duties as representatives of the university. Care is taken to authorize access to both computer and paper records only to those representatives who have a legitimate educational interest.

For questions or more information please contact:

*Registrar's Office Phone: 325.793.3888 Fax: 325.793.3830
1 McMurry University Box 338 Abilene TX 79697
Email: registrar2@mcmurryadm.mcm.edu*