

Privacy of Student Records

MIT's Student Information Policy governs the circumstances under which, and the persons to whom, student education records - referred to in MIT's policy as "student information" - may be disclosed, as well as students' rights to access their own records and to challenge their accuracy. As required by federal law, this policy includes the rights and privacy protections provided by the Family Educational Rights and Privacy Act, often referred to as "FERPA" (Title 20, US Code, section 1232g, and Title 34, Code of Federal Regulations, Part 99).

Education Records

Under FERPA, education records include most tangible materials, including computer records, maintained by MIT that relate directly to an identifiable student currently or formerly enrolled at MIT. These include admissions records, grades, coursework, exams, UROP records, disciplinary records, and financial aid records, as well as gender, nationality, race, ethnicity, and identification photographs. Education records do not include directory information, as described below, or those records of Institute faculty and staff members that are made for, and restricted to, their personal use. Other kinds of information, such as medical and law enforcement records, are also excluded from the definition of education records. These are sometimes governed by other laws and/or policies.

Disclosure

Under FERPA, students' education records containing personally identifiable information should generally not be disclosed without their permission, except to the extent that an exception in FERPA authorizes disclosure without consent.

Disclosure Within MIT. Under one FERPA exception, personally identifiable information contained in a student's education records may, without the student's consent, be disclosed within MIT to Institute officials with a legitimate educational interest, meaning officials who need that specific information in order to fulfill their professional responsibilities. An Institute official is a person employed by the Institute in an administrative, academic or research, supervisory or support position (including law enforcement unit personnel and health staff); a person or company that acts for the Institute (such as an attorney, auditor, or collection agent); a member of the MIT Corporation; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting other school officials in performing their tasks. In addition, the outcomes of disciplinary proceedings concerning certain crimes of violence, sexual harassment, or other gender-based misconduct may be disclosed.

Disclosure Outside MIT. As a general rule, personally identifiable information contained in a student's education records may be disclosed to persons outside MIT only with the student's prior written consent. FERPA permits MIT to disclose education records without a student's consent to other schools in which the student seeks enrollment or is enrolled. The student has the right, upon request, to a copy of the records disclosed to another school. Although parents normally are not entitled to review students' education records without the students' consent, appropriate MIT representatives may consult with parents and others, including by disclosing information in education records, in connection with a health and safety emergency. Disclosure may also be made without consent in response to subpoenas and court orders.

Directory Information. A student's name, term and permanent home addresses, MIT office address, term phone number, term email address, Course, year and registration type, degrees received, dates of attendance, date of birth, honors and awards received, and for an intercollegiate athletic team member, height and weight, is designated as a student's "directory information." This information may be disclosed within and outside of MIT without a student's consent. Students have the right to require that some or all of

their directory information not be disclosed (except as otherwise permitted under FERPA) by following the instructions on WebSIS.