



Mississippi College
A CHRISTIAN UNIVERSITY

Office of the Registrar
Box 4028 | 20 Nelson Hall
Clinton, MS 39058
601-925-3210
Registrar@mc.edu
www.mc.edu/offices/registrar

Instructions:

Please fill out steps 1 – 4 of this form recording as many details as possible about the event.

You may choose to submit this form anonymously, however, a resolution to your complaint or updates about the investigation cannot be provided.

Submit completed forms to the VP of Academic Affairs or Office of the Registrar.

FERPA Complaint Form

Step 1: Student Information

First Name: _____ Middle Initial: _____
Last Name: _____
MC ID: _____
Current Phone Number: _____

Step 2: Incident Information

Time: _____ Date: _____
Location: _____

Step 3: Incident Description

In the space below, provide a detailed description of your complaint. Include specific allegations of fact giving reasonable cause to believe a violation has occurred. Please include names and title of MC school officials and other third parties involved; description of educational record allegedly violated; relevant dates and description of contact with school officials regarding alleged improper disclosure.

The Registrar will investigate your complaint and will determine if a violation of FERPA and/or University Policies has occurred. You will be contacted within 10 business days to provide you with an update of the investigation.

More information is available at: <http://www.mc.edu/offices/registrar/ferpa/>

Family Policy Compliance Office: <http://familypolicy.ed.gov/complaint-form>

Step 4: Signature

Date _____