

Clatsop Community College

Code: 6.025
Adopted: 1/26/95
Revised: 07/25/02
05/22/03

STUDENT RECORDS

It is the policy of the college to keep student records in compliance with state and federal laws and regulations. To ensure the confidentiality of student records, the College will establish and maintain student record policies and procedures in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974.

Compliance with federal regulations also requires that the College identify student data that will be designated as "Directory Information." Clatsop Community College considers the following to be directory information and may be released without prior written authorization from the student:

Directory Information

1. Name
2. Address
3. Major field of study
4. Terms attended
5. Degrees and awards received

College staff may refuse to give out directory information if it would be detrimental, if it is determined that there is no need to know, if the request is made over the phone, or if administrative discretion is desired.

END OF POLICY

Legal references:

ORS Chapter 341
Family Educational Rights and Privacy Act (FERPA)

See also: "Student Records" (6.025P); "Deceased Student Records"(6.025P- 2); and "Student Rights and Responsibilities" (6.205).