



BP 5040 Education Records, Directory Information, and Privacy

References:

The Family Educational Rights and Privacy Act (FERPA) (20 U.S. Code Section 1232g);
34 Code of Federal Regulations Part 99);
NWCCU Standard 2.C.4
ORS 341.290(17) and OAR 589-004-0100 to -0750
ORS 180.805
ORS 181A.820 to 181A.829

The President shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The President may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of Clatsop Community College has a right of access to any and all student records relating to him or her maintained by Clatsop Community College.

No representative of Clatsop Community College shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

Directory information may include, but is not limited to the student's:

- Name
- Email
- Major field of study
- Dates of attendance
- Degrees, honors, and awards received

Directory information does not include a student's:

- Social security number and
- Student identification number.

Federal Immigration Authority Access to Student Records

Oregon law prohibits disclosure of student records to federal immigration authorities for the purpose of enforcing federal immigration laws.

Federal and state laws also make student records confidential and permit their disclosure only in limited circumstances. To assure compliance with applicable federal and state law, Clatsop Community College employees shall not disclose student records, or information from those records, to federal immigration authorities except as allowed by this policy and procedures found in AP 5040 Education Records, Directory Information, and Privacy and AP 3801 Sharing or Disclosing Citizenship or Immigration Status or Country of Birth Information or Other Protected Information.

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Revised 10/25

Replaces 6_025 Student Records, 6.025P-1 FERPA