



Approval Date: 11/01/12
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ADMINISTRATIVE RULE

Rule Number/Name:	050.008.000 - Use of Social Security Number
Responsible Department:	Student Services
Authority:	Registrar

Overview

The College will request a social security number of a student and will include the number on permanent records only if the student agrees to the request under the conditions described in this section.

Applicability

Students and Student Services Staff

Administrative Rule Statement

The College is required by state law to request that students release their social security numbers for the purposes of record-keeping and research.

The request made to the student shall notify the student of the following.

1. Release of the social security number is voluntary.
2. Request for release is made under the authority of Chapter 806, Session Laws 1993.
3. Specific uses will be made of the social security number. Those specific uses must be described in the notification and will be provided to students on the College's intake form at the time of registration.

The following conditions will guide the release of student social security numbers:

1. The request to a student to release his/her social security number shall conform to forms and/or procedures developed and published by the State Board of Education.



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Any alteration by the college in the wording or procedure must be approved by the Commissioner for Community Colleges and Workforce Development or designee under the authority of the State Board of Education. The State Board of Education may revise the wording only with a minimum of 90 days' notice to the colleges and only with the input of the colleges.

2. If the determines that it needs to use the social security number for a purpose other than those described on the disclosure form, the College may add that use to its disclosure form. The additional wording must be approved by the Commissioner or designee before it is added to the disclosure statement.
3. Under no circumstances will the college require a student to release his/her social security number unless release is specifically mandated by federal law (as in federal financial aid law and payroll requirements).
4. The College will not deny any student any right, benefit or privilege provided by law because of the student's refusal to disclose his/her social security account number. This provision does not apply with respect to any disclosure which is mandated by federal law.
5. If a student does not release his/her social security number, the College may assign an alternative student identification number. Such a number is personally identifiable information as defined in OAR 589-004-0100(6) and is governed by disclosure requirements set forth in OAR 589-004-0450.
6. If credit in the form of student loans or deferred tuition payments is extended to a student, the college may request that the student voluntarily provide his/her social security number through a disclosure form separate from the form described in (1.) above. Any such form shall be approved by the Commissioner or designee prior to implementation.

Definitions



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1. *Permanent Records*: Also known as student education records, permanent records are those records that are directly related to a student and maintained by the College or by a party acting for the College. See CGCC Administrative Rule 030.004.000 – Educational Records for a more complete definition.

Interpretation of Administrative Rule

The Registrar has authority for the interpretation of this Administrative Rule.

Cross Reference to Related Administrative Rules

CGCC Administrative Rule 030.004.000 – Educational Records

Further Information

Registrar
registrar@cgcc.edu
(541) 506-6011

Strategic Direction

KFA 2: Students

Appendix

1. CGCC Social Security Number Disclosure Statement
2. [Oregon Administrative Rule 589-004-0400 - Student Release of Social Security Numbers](#)
3. [Oregon Administrative Rule 589-004-0450 – Student Records](#)