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ADMINISTRATIVE RULE

Rule Number/Name:	050.004.000 – Educational Records
Responsible Department:	Student Services
Authority:	Registrar

Overview

Columbia Gorge Community College shall follow all applicable state and federal laws, rules and regulations that apply to student records.

Applicability

Students, Faculty, and Staff

Administrative Rule Statement

The college will maintain a list of the types and locations of education records maintained by the college and the titles and addresses of officials responsible for the records.

Permanent Record

The college shall keep and maintain a permanent record on each student which may include the following:

1. Name of the college;
2. Full name of the student;
3. Student birth date;
4. Date of entry into the college;
5. Name of school or college previously attended;
6. Subjects taken;
7. Assessment of student work in those subjects;
8. Credits earned;



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9. Date of withdrawal from college;
10. Social security number, see use of SSN; and
11. Such additional information as the college may prescribe.

The college shall retain permanent records in a manner secure from accidental destruction or intentional tampering.

Education Records

Student education records are those records that are directly related to a student and maintained by the college or by a party acting for the college. However, this does not include the following:

- A. Records of instructional, supervisory and administrative personnel and educational personnel ancillary to those persons that are kept in the sole possession of the maker of the record, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
- B. Records relating to an individual who is employed by the college that are made and maintained in the normal course of business, that relate exclusively to the individual in that individual's capacity as an employee and that are not available for use for any other purpose. Records relating to an individual in attendance at the college who is employed as a result of his/her status as a student are education records and are not excepted under this section;
- C. Faculty records, relating to personal matters of faculty members such as conduct, personal and academic evaluations and disciplinary actions;
- D. Records on a student who is attending the college that are:
 - a) Made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his/her professional capacity or assisting in a paraprofessional capacity;
 - b) Made, maintained or used only in connection with treatment of the student; and



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- c) Disclosed only to individuals providing the treatment. For purposes of this definition, “treatment” does not include remedial educational activities or activities that are part of the program of instruction at the college.
- E. Records that only contain information relating to activities in which an individual engaged after he/she is no longer a student at the college;
- F. Medical or nursing records which are made or maintained separately and solely by a licensed health care professional and which are not used for education purposes or planning.

Notification

The college shall annually notify parents and eligible students through the college’s student handbook or any other means that are reasonably likely to inform students of their rights as specified in OAR’s 589-004-0150 through 589-004-0750.

This notification shall state that the student has a right to:

- a) Inspect and review the student’s education records;
- b) Request the amendment of the student’s education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student’s privacy or other rights;
- c) Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that the applicable state or federal law authorizes disclosure without consent;
- d) Pursuant to OAR 589-004-0650, file with the Family Policy Compliance Office, United States Department of Education a complaint under 34 CFR §99.64 concerning alleged failures by the college to comply with the requirements of federal law; and
- e) Obtain a copy of the college policy and with regard to student education records.

The notification shall also inform students that the college will forward education records without prior notice to another school or institution of postsecondary education where the student intends to enroll. The notification shall also indicate where copies of the college policy are located and how copies may be obtained.



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If the student has a primary or home language other than English, the college shall provide effective notice.

Definitions

1. Student: Any person who attends or has attended Columbia Gorge Community College.
2. Personally identifiable information: Includes, but is not limited to:
 - a) Student's name;
 - b) The name of the student's parents, children, spouse or other family members;
 - c) Address of the student or the student's family;
 - d) Telephone number of the student or the student's family;
 - e) Photograph of the student;
 - f) A personal identifier, such as the student's social security number or student number; and
 - g) A list of personal characteristics that would make the student's identity easily traceable or other information that would make the student's identity easily traceable.
3. Record: Any information recorded in any way, including but not limited to handwritten, printed, taped, filmed, microfilmed, microfiched, electronically, and/or digitally recorded.

Interpretation of Administrative Rule

The Registrar has authority for the interpretation of this rule.

Cross Reference to Related Administrative Rules

1. CGCC Administrative Rule 050.005.000 – Disclosure of Student Records
2. CGCC Administrative Rule 050.006.000 – Right of Inspection, Review, and Amendment of Education Records
3. CGCC Administrative Rule 050.007.000 – Hearing Rights of Students



Further Information

Registrar
registrar@cgcc.edu
541-506-6011

Strategic Direction

KFA 2: Students

Appendix

1. CGCC Operating Procedure 050.006.001 – Educational Records Inspection Request
2. CGCC Operating Procedure 050.007.001 – Hearing Requirements
3. [Family Educational Rights and Privacy Act](#)
4. [Oregon Administrative Rule: Division 4 – Student Records](#)
5. CGCC Records Retention Schedule