

5040 – Education Records, Directory Information, and Privacy

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

The Vice President of Student Services 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 the Columbia Gorge Community College has a right of access to any and all student records relating to him or her maintained by Columbia Gorge Community College.

No representative of Columbia Gorge 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, physical/postal mailing address
- Date of birth;
- Major field of study;
- Grade level;
- Enrollment status (e.g. undergraduate or graduate, full-time or part-time);
- Periods of enrollment;
- Participation in officially recognized activities and sports;
- Weight and height, if a member of an athletic team;
- Degrees, honors, and awards received; and

Directory information does not include a student's:

- Social security number;
- Student identification number;
- Student email addresses.

Legal Reference(s):

1. The Family Educational Rights and Privacy Act (FERPA) (20 U.S. Code Section 1232g);
2. 34 Code of Federal Regulations Part 99

3. NWCCU Standard 2.D.7
4. ORS 341.290(17) and OAR 589-004-0100 to -0750