

## **Student Records and Confidentiality**

Columbia Gorge Community College maintains student records to conform with state and federal law. Except as provided in this policy, all information contained in the student records of the college that is personally identifiable to any student shall be kept confidential and not released to any person without prior written consent of the students, or the parent or guardian of a minor student, or upon lawful subpoena or other order of a court of competent jurisdiction, provided the student (or parent of a minor) is notified in advance of compliance with the subpoena or court order.<sup>1</sup>

Faculty, advisors and administrators of Columbia Gorge Community College, who in the performance of their duties, have access to the academic records of students, will respect confidential information about students which they acquire in the course of their work.

Information from disciplinary files shall not be available to unauthorized persons on campus or to individuals off-campus without the written consent of the student involved, except under legal compulsion or in cases where the safety of persons or property is involved, in compliance with the Family Educational Rights and Privacy Act, Board policy and ORS 341.290 as now law or hereinafter amended.

Confidentiality exceptions include directory information. Directory information may be released to the media and for use in other local publications only at the direction of the Dean of Student Services. Students who do not wish to have any of the information listed below released by the college must make that request in writing each term at the time of registration. Director information will not be released to vendors or others desiring to solicit students for memberships or purchases, except as required by the Solomon Amendment. Directory information includes the student's name, address, phone number, major field of study, participation in official college activities, period of enrollment, degrees, awards and honors received, illness or accident information, as required in health and safety emergencies.

Release of directory information will be made only by the Dean of Student Services, or designee, to protect the right of students who do not want this information released. Student Services staff may refuse to give out directory information if they determine it would be detrimental to the best interest of the student involved.

END OF POLICY

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Legal Reference(s):

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<sup>1</sup>In the case of a subpoena issued under the USA Patriot Act, advance notice **cannot** be given.

[ORS 341.290 \(17\)](#)

[OAR 166-450-0000 to -0125](#)

[OAR 589-004](#)-0100 to -0750

Education of the Handicapped Act of 1975, as amended, 20 U.S.C. Sections 1400-1427, as amended and renamed Individuals with Disabilities Education Act (IDEA), P.L. 101-476, 104 Stat 1103 (1990) as amended P.L. 105-17 (1997) [P.L. 94-142 is a well-known “short” reference to this federal legislation.]

Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 CFR Part 99 (2000).

Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism (USA PATRIOT) Act of 2001, P.L. 107-56, Section 507.

Institutions of higher education that prevent ROTC access or military recruiting on campus, 10 U.S. C. Section 983.