

Student Records

The privacy of student records is protected under provisions of the General Education Act and the Family Educational Rights and Privacy Act of 1974 (FERPA). These statutes govern access to student records maintained by the College as well as the release of such records. The privacy and security of student records systems is also mandated by ORS 341.290.

The College registrar serves as our custodian of student records and provides oversight to the procedures established that ensure student records are accessed and released in accordance with the above. College awareness and student notification will be administered as follows:

1. Institutional policies related to student records, FERPA and directory information will be published in our *Schedule of Classes* quarterly and in our *Student Handbook* and *College Catalog* once a year;
2. FERPA training and awareness for College staff will be provided on an ongoing basis via the web, during inservice, at new employee orientations and at specifically scheduled times each year.

The oversight of related student records are as follows:

1. Financial aid and scholarship records are under the jurisdiction of the Director of Student Financial Services;
2. Veterans records are under the jurisdiction of the Director of Student and Academic Support Services;
3. Behavioral and student discipline records are under the jurisdiction of the Associate Dean of Academic Foundations and Connections;
4. Campus traffic, incident and crime records are under the jurisdiction of the Director of College Safety.

END OF POLICY

Legal Reference(s):

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

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

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

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400 - 1427.

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g; Family Educational Rights and Privacy, 34 C.F.R. Part 99.