

Student Records - Directory Information

The College will comply with and adhere to the requirements of the Federal General Education Act, and Family Educational Rights and Privacy Act of 1974 (FERPA) for maintaining the privacy and appropriate disclosure of student record information.

The College designates the following items as directory information and may disclose any of these items without prior written consent from the student:

1. Full name
2. Enrollment status and terms of enrollment;
3. **Enrollment dates**
4. Verification of certificate or degree award;
5. Residency status;
6. Major (program of study);
7. Athletic participation (including height and weight of team members);
8. The following information may also be released as directory information by the dean of academic foundations and connections or registrar:
 - a. Student name, address, telephone number;
 - b. Class location to Campus Safety in cases of health or safety concerns.

The College may disclose nondirectory information from a student's record only with prior written consent from the student which may include faxed and electronic signatures. Exceptions to this will be administered by the registrar and in keeping with FERPA regulations as well as AACRAO best practices.

The College will provide a "FERPA Restriction" option for students requesting that both directory as well as nondirectory information not be disclosed.

Approved by President's Council: June 12, 2012
(Date)