

## **Central Oregon Community College Family Educational Rights and Privacy Act (FERPA) Policy**

In compliance with the Family Educational Rights and Privacy Act (FERPA), Central Oregon Community College is responsible for maintaining educational records and monitoring the release of those records. Staff and faculty with access to student educational records are legally responsible for protecting the privacy of the student by using information only when necessary to instruct, advise, or otherwise assist students. Faculty and staff should not access student information for any other purpose, and should not access information on their spouse/partner, children or relatives.

### **DIRECTORY INFORMATION**

Only those records defined as 'directory information' may be released without the written permission of the student. See the following page for a checklist of COCC's directory information. *No other information contained in a student's educational records may be released to persons or organizations without the student's prior written approval or via a lawfully issued subpoena.*

### **CONFIDENTIALITY REQUESTS**

A student may request that all information-including directory information-be kept confidential by completing a *Non-Disclosure of Student Information* form, available in the Admissions and Records Office. Once the student has filed this form, no information about this student will be released to anyone, including someone who claims to be the student, parents, relatives, friends, other students, prospective employers. The restriction stays on the student's account until the student requests, in writing, that it be removed. The restriction remains in place even after the student has stopped attending or has graduated from the College.

If a student has requested a confidentiality hold, the word "confidential" will appear next to the student's name on class rosters, and in the upper left corner in native Banner.

### **STAFF RESPONSIBILITY**

**When you receive an inquiry about a student, you should refer the inquiry to the Admissions and Records Office.** Note: You are responsible for maintaining both the security of your computer and workstation. You are encouraged to set a password protection on your monitor's screensaver. Do not leave your workstation or computer unattended while logged into Banner and do not give your password to other employees or students.

### **POSTING OF GRADES**

Under FERPA, posting grades or test scores on bulletin boards or an office door is permitted ONLY IF the information is affiliated with a particular student via some sort of "secret code". Social security numbers, portions of social security numbers, telephone numbers and date of birth are NOT acceptable codes, as they can easily identify a student. However, we encourage instructors to NOT post grades, leave homework assignments for pick up, or distribute other student-related information in any way.

### **LETTERS OF RECOMMENDATION**

Occasionally, you may be asked, or volunteer, to write a letter of recommendation for a student. If the letter covers information protected by FERPA (see reverse), you must get the student's prior written consent in order to release the information.

**Questions? Contact Courtney Whetstine, Director of Admissions/Registrar, 541-383-7299,  
or the Admissions and Records Office, 541-383-7500.**

**WHEN IN DOUBT, DON'T GIVE IT OUT!**

## FERPA CHECKLIST

DIRECTORY INFORMATION?	YES	NO
Student's full name	X	
Social Security number		X
PIN (Personal Identification Number)		X
Date of Birth		X
Gender		X
Race/Ethnicity/Nationality		X
Street Address	X	
Telephone	X	
E-Mail Address	X	
Major Field of Study	X	
Terms of Attendance (not daily attendance records)	X	
Degrees, certificates, honors awarded	X	
Class standing (freshman/sophomore status)	X	
Full-time / part-time status	X	
GPA or grades		X
Cumulative credit hours		X
Current term credits or class schedule (meeting times, locations)		X
Participation in official recognized activities	X	
Copies of transcripts from other schools/colleges		X
Most recent previous school attended	X	
Information on academic standing or whether student is eligible to return to school		X
Whether student has applied for graduation		X
Unmet degree requirements for graduation		X
Accounts receivable balance		X
Financial records of parents		X
Student employment records		X
Psychiatric or psychological records		X