



Category
<b>3-06 Privacy of Student Records</b>
Approval
<b>LC Approved:</b> 8/23/23
<b>Effective Date/BOT Approved:</b> 06/16/14
<b>Revised:</b> 8/23/23
<b>Responsible Party:</b> Vice President of Student Success

**Policy Statement**

The College construes all student records, except directory information for which the students have not objected to disclosure, to be confidential. Appropriate procedures and safeguards shall be established and followed to govern disclosure of student records and information to persons, agencies, and organizations within and outside the College. Such procedures and safeguards shall be consistent with and pursuant to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, as amended, and the rules and regulations of the Department of Education.

Disclosure of all student information contained in student education records, regardless of the form it takes (video or audiotapes, photographs, written documentation, etc.), shall be governed by this policy. Such disclosure must be done in compliance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, as amended, and its interpretive regulations, 34 C.F.R. § 99.1, et seq.

Specific guidelines regarding the disclosure of information contained in student education records will be provided to employees who work with, or have access to, student records, and extra copies may be obtained from the Registrar.

**Policy Owner – Position Title**

Vice President of Student Success