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**DIRECTORY INFORMATION**

It is the policy of Southwestern Oregon Community College District that the College will maintain confidentiality of all student records in accordance with the following information.

The 1974 Family Education Rights and Privacy Act, and OAR 581-41-400 through 581-41-530 is designed to protect the confidentiality of student records and student access to those records. Under the provisions of the Act, the educational institution must designate what information may be released as directory information without the written consent of the student and protect the confidentiality of all other information in student records. It is the intent of Southwestern Oregon Community College to designate the following data as directory information that will be released without the written consent of the Student:

- Student's full name
- Credit hour status (enrollment status, e.g. full-time, part-time, not enrolled)
- Dates and terms of enrollment
- Certificate or degree earned and dates earned (including GED certificate)
- Certificate or degree candidacy and anticipated date (including GED certificate)
- Athletic statistics and honors
- Academic Honors

The student may refuse to permit the release of directory information by filling out the Release or Restrict Information form at the Student First Stop Center/Registrar's Office. A request to withhold this information will remain in effect until the Student First Stop Center/Registrar's Office receives written instructions from the student to remove the hold.

Exceptions:

When a student turns 18 years old, or applies and enrolls in the College at any age, the rights under FERPA transfer from the parents to the student. The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

High school students attending college courses are required to complete an Expanded Options High School Agreement form. FERPA laws for students still attending high school state that the parents have ownership of the student's educational records until the student turns 18 years of age, or enrolls in a post-secondary institution.

Directory information and other personally identifiable student information may be released to college officials who have a legitimate educational interest. The President of the College, or designee, may release personally identifiable student information to appropriate persons in connection with an emergency if knowledge of such information is necessary to protect the health and/or safety of persons and/or safety of property.

Directory information and other personally identifiable information may be released to branches of the military service under the Solomon Amendment for a nominal fee.

A student who believes that information contained in his/her education records is inaccurate, misleading, or violates the privacy or any other of his/her rights may request that his/her records be amended. However, no hearing under this policy shall be granted for challenging any grade, except the accuracy of its recording.

Policy #7.088 & #7.088(P) May 19, 1986

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