



## **BP 5040 Education Records, Directory Information, and Privacy**

### **References:**

NWCCU 2020 Standard 2.C.4

The Family Educational Rights and Privacy Act (FERPA) (20 U.S. Code Section 1232g);

34 Code of Federal Regulations Part 99);

ORS 341.290(17) and OAR 589-004-0100 to -0750

The Registrar shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The Registrar may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the Rogue Community College has a right of access to any and all student records relating to them maintained by the Rogue Community College.

No representative of Rogue Community College shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

It is Rogue Community College's policy that directory information may be released only to (1) student organizations, (2) other educational institutions, or (3) local, state, and federal agencies in the performance of their functions. This information may not be further released by any of these agencies. The Registrar must approve exceptions to this policy. Rogue Community College does not release directory information for the purpose of soliciting students.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

RCC determined that the following student information is directory information:

- Name, mailing address, telephone numbers; e-mail address;
- Dates of attendance;
- Major field of study;



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- Awards, honors, certificate(s) and degree(s) conferred;
- Participation in officially recognized activities and sports;
- Most recent educational agency or institution attended;
- Academic credit information;
- Photograph;
- Student ID

Directory information does not include a student's social security number or immigration status.

**Rescinds Policy Number: None**

**Adopted: January 21, 2020**

Titles and/or Department names updated February 27, 2025