

# Preventing Oral Disclosure of Student Records

	<p>Policy identification number: To come...</p> <p>File:</p> <p><b>Preventing Oral Disclosure of Student Records</b></p> <p>Policy Summary</p> <p><b>This policy establishes how the College will comply with Family Educational Rights and Privacy Act regulations regarding oral disclosure of student records.</b></p>
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<p>Policy Owner</p> <p><b>President</b></p>	<p>Approval Date</p> <p><b>November 18, 2015</b></p>	<p>Effective Date</p> <p><b>November 18, 2015</b></p>
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<p>Search Terms</p> <p><b>president, p, f, a, r, ferpa, student, academic, records</b></p>	<p>Scheduled for Review</p> <p><b>Fall 2020</b></p>
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## Policy Statement

1. The Family Educational Rights and Privacy Act (FERPA) became a law in 1974. Per 34 CFR 99.3, “Disclosure means to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.”
2. When a College employee provides services from a space that does not prevent oral disclosure of student records to persons without an educational interest, an alternative will be offered to students. The designated space:
  1. Will have floor to ceiling walls and closed door where conversations in a reasonable voice cannot be discernible;
  2. Will be compliant with the Americans with Disabilities Act;
  3. May be in a different building than the office providing the service;

4. Will be equipped or equippable with the telecommunications and information technology required to provide the service.
3. Signage will be posted at individual service providers' spaces, as well as at office reception desks, notifying students that they can request to meet in a private office setting with minimal risk of disclosure to person(s) without a legitimate educational interest.

## **Reason for Policy**

The internal audit of the Office of Financial Aid, which was approved by the Board of Trustees on May 29, 2015, required action be taken to comply with FERPA disclosure requirements.

## **Responsibilities**

**For following the policy:** Director of Office of Financial Aid, Registrar, Director of Student Success and like offices

**For enforcement of policy:** Associate Vice President for Enrollment Management and supervisors of like offices

**For oversight of policy:** President

**For notification of policy:** Policy Librarian

**For procedures implementing policy:** As outlined in 5-5 Facilities Use Policy