

Preventing Oral Disclosure of Student Records

ENROLLMENT MANAGEMENT

Enrollment Management/Academic Records

Policy Owner: Vice President of Enrollment Management

Effective date: November 18, 2015

Approval date: Fall 2025

Schedule for Review: Fall 2030

Policy Summary:

This policy establishes how the College will comply with the Family Educational Rights and Privacy Act (FERPA) regulations regarding oral disclosure of student records.

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:
 - a. Will have floor to ceiling walls and closed door where conversations in a reasonable voice cannot be discernible.
 - b. Will be compliant with the Americans with Disabilities Act;
 - c. May be in a different building than the office providing the service;
 - d. Will be equipped 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.

Responsibilities:

For enforcement of the policy: Director of Admission, College Registrar, Director of the Skyhawk Station, Director of Financial Aid and supervisors of similar offices.

For oversight of the policy: Vice President of Enrollment Management

For procedures for implementing policy: College Registrar, Director of the Skyhawk Station, Director of Financial Aid and supervisors of like offices

Definitions:

(Optional)

Procedures:

(Optional)

Cross-Referenced Policies:

(Optional)

Consequences of Non-Compliance:

(Optional)

Review and Revision History:

Policy was reviewed in Spring 2025, format was updated, no substantive changes made.