

## POLICY

The Family Educational Rights and Privacy Act of 1974, which became effective November 19, 1974 sets out requirements designed to protect the privacy of students. Specifically, the statute governs (1) access to records and (2) the release of such records.

In response to this legislation, Ocean County College has developed the following policy regarding:

1. Access to Educational Records

Access to information contained within a student's permanent education record shall be in accordance with the guidelines as set forth in the above legislation. Procedures for access shall be developed and implemented by the Vice President of Student Affairs.

2. Release of Information Contained in Educational Records

Since a student's permanent educational records contains both public and private information, it is necessary to establish criteria for the maintenance and disclosure of each. Therefore, information which is regarded as public, designated Directory Information, and subject to release without the written consent of the student, is listed in Category A. Information which can be released only with the written consent of the student and is regarded as private or privileged is listed in Category B.

Any and all information contained in Categories A and B shall not be, at any time or under any circumstances, released to or made available for any commercial or profit-making purposes or for any other purpose not directly related to the educational endeavors for which the information was secured.

### Category A - Directory Information

The data in Category A include official administrative records necessary for the continuance and operation of the administrative system at the college. Specifically the information included would be:

1. Student's name
2. Student's address
3. Student's telephone listing
4. Date and place of birth
5. Major field of study
6. Participation in officially recognized activities and sports

7. Weight and height of members of athletic teams
8. Dates of Attendance
9. Degrees and awards received
10. Most recent previous educational agency or institution attended by the student

Data contained in Category A, designated as Directory Information, are considered public information and may be disseminated, without written consent of the student unless otherwise indicated on the student's record folder.

Category B - Privileged Information

Data contained in Category B are for the privileged use of the members of the Vice President of Student Affairs, staff, and the faculty of Ocean County College. This information may not be released to any other parties without the written consent of the student.

1. Test results (standardized intelligence tests, aptitude tests, interest inventory tests, etc.)
2. Health data
3. Faculty evaluations including mid-term reports and attendance reports
4. Counseling reports and evaluations
5. Disciplinary reports, including disciplinary actions
6. Any and all information maintained in a student's permanent educational record not specifically listed in Category A.

ADOPTED: January 25, 1971  
Revised: March 24, 1975  
Revised: April 22, 1996  
Revised: February 28, 2000  
Revised: November 20, 2000

PROCEDURE

In order to insure that the privacy of a student's records is maintained in those cases where students do not wish Directory Information to be released, the following procedure is in effect:

1. All written requests for Directory Information should be directed to an administrative staff member in the Office of Admissions & Records to verify whether or not a student has placed a ban on the release of any information. A list of all such students is maintained in the Vice President of Student Affairs Office, the Office of Admissions & Records and the College Health Services Office.
2. A label indicating that "No Directory Information should be released without the written consent of the student" will be placed on the cover of the student's record file by the Office of Admissions & Records for those students who have placed restrictions on such information.

ADOPTED: March 26, 1979  
Revised: April 30, 1996  
Revised: April 25, 2000  
Revised: November 21, 2000

REVIEWED: February 5, 1991