

# BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 502.2

Title Student Records and Requirements

Confidentiality of Student Records

The policy of Western Iowa Tech Community College is to keep the student's record confidential. It is the intention of the College to fully comply with the provisions of the "Family Education Rights and Privacy Act of 1974" Section 513 of Public Law 93-380 as amended by Senate Joint Resolution 40. The College has established policies and procedures to implement compliance. These may be reviewed during normal business hours in the Enrollment Services Office.

The College considers the following information as public information and will release it without the student's consent unless the student directs otherwise: name, address, telephone number, date and place of birth, major/field of study, dates of attendance, degrees and honors earned and dates, and institution most recently attended.

Any students objecting to the public release of this information must file a written objection with the Enrollment Services Office. Directory information will be furnished to law enforcement officials at their request. Forms are available in the Enrollment Services Office.

Date of Adoption \_\_\_\_\_

Legal Reference: (Code of Iowa)

Date of Last Revision 12/11/95

Date of Current Revision 5/11/98

Related Administrative Procedures and Cross References \_\_\_\_\_

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