

# BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 507.1

Title Student Affairs Related Matters

Use of Student Records and Distribution of Student Rosters

Student records and rosters are to be used only for the welfare of the students. Access to student records shall be under the provisions of Board Policy 502.2 and for authorized personnel only.

The President or his/her designee may authorize the release of student records dealing with general information to colleges and universities, the military services, and similar organizations if such release may benefit the students.

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

Legal Reference: (Code of Iowa)

Date of Last Revision 9/21/87

Date of Current Revision 12/11/95

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

502.2 Confidentiality of Student Records