

**THREE RIVERS COLLEGE
STUDENTS POLICY**

Section: 2000 Students	
Sub Section: 2400 Students Records	
Title: SP 2415 Confidentiality of Student Records	Page 1 of 2
Associated Policy: BP 0341 Confidentiality of Student Records	
Associated Regulations: SR 2415 Confidentiality of Student Records; SR 2420 Deceased Student	
References: General Education Provisions Act, Federal Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)	
Supersedes: 9.2 Privacy Rights of Students	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 02-23-2011	Last Revision: 05-20-2020

Three Rivers College recognizes the importance of maintaining the confidentiality of records for each individual student that presents authentic evidence of the events and actions, which both contribute to and confirm the student's educational progress; and to facilitate the intelligent and purposeful direction necessary to the achievement of the educational goals of the student in a college setting.

State and Federal Laws govern the release and disclosure of student records maintained by the College. It is the responsibility of each College employee to maintain the confidentiality of student records at all times. No information other than directory information, as defined below, may be released without the signed written consent of the student. The release of non-directory student information is a violation of this policy and applicable State and Federal Statute and shall result in disciplinary action and may include termination.

The following information has been declared by Three Rivers College as "directory information:"

- Name
- Address
- Telephone number
- Email Address(es)
- Date of birth
- Photo
- Major Field of study
- Dates of attendance
- Full or Part-time enrollment status
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees(s) or Certificate(s) awarded (including dates)
- Awards received
- Most previous educational institution attended

Directory information will be released to inquiring individuals or agencies unless students sign a "Do Not Release Directory Information" form in the Office of Registrar. THIS FORM MUST BE RESUBMITTED BY THE STUDENTS EACH SEMESTER.

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DOCUMENT HISTORY:

- 02-23-2011:** Initial approval of policy GAP 1415 Confidentiality of Student Records.
- 02-24-2016:** Minor revision to reflect proper alignment with section and sub section. GAP 1415 Confidentiality of Students Records revised to SP 2415 Confidentiality of Student Records.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 08-23-2017:** Update due to addition of SR 2420 Deceased Student
- 10-20-2017:** Minor revision of directory information list.
- 05-20-2020:** Minor revision of directory information list and revision of operational procedures that align with College operations.