

**THREE RIVERS COLLEGE
BOARD POLICY**

Section: 0000 Board of Trustees	
Sub Section: 0300 Board of Trustees Organization	
Title: BP 0341 Confidentiality of Student Records	Page 1 of 3
Associated Policy: SP 2415 Confidentiality of Student Records	
Associated Regulation: SR 2415 Confidentiality of Student Records	
References: General Education Provisions Act, Federal Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)	
Supersedes: NA	
Responsible Administrator: College President	
Initial Approval: 02-23-2011	Last Revision: 05-20-2020

The Board of Trustees of Three Rivers College recognizes the importance of maintaining the confidentiality of records for each individual student, which present 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 the board both individually and collectively to maintain the confidentiality of student records at all times. Only 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.

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

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

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

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DOCUMENT HISTORY:

- 02-23-2011:** Initial approval of policy BP 0341 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.
- 05-20-2020:** Minor revision of directory information list and revision of operational procedures that align with College operations.