

EvCC6130: DISCLOSURE OF STUDENT INFORMATION POLICY

Original Date: May 23, 2007

Revision Date: September 20, 2022

Policy Contact: Vice President of Student Services

POLICY

(1) Unless the student has provided the office of enrollment services with written notice which specifically requests otherwise, designated officials of the College may routinely respond to requests for the following directory information about a student:

- a) Student's name;
- b) Major field of study;
- c) Dates of attendance;
- d) Degrees or certificates earned;
- e) Term degree or certificate awarded;
- f) Honors;
- g) Enrollment status; <https://apps.leg.wa.gov/rcw/dispo.aspx?Cite=28B.19>
- h) Participation in recognized sports.

(2) Pursuant to the National Defense Authorization Act for Fiscal Year 1995, the College must release directory information to military recruiters unless the student specifically denies permission. The College shares selected records with organizations with which the college has contractual agreements for services. The College may also release enrollment data for loan processing, enrollment and degree verification, and records archiving purposes through contractual agreements, and to other schools in which a student seeks or intends to enroll. The College releases Social Security and enrollment data to the Federal Government for Financial Aid and Veterans' eligibility evaluation and for Hope Scholarship/Lifetime Learning tax credit programs. The College may release records following a receipt of a lawfully issued subpoena, attempting to notify the student beforehand. The College does not disclose records to family members without student consent.

(3) No other information is to be given without the prior consent of the student or parent/guardian as appropriate. The College Registrar or their designee will be responsible for reviewing unusual requests for information and assistance in the interpretation of the provisions of the Federal Family Educational Rights and Privacy Act (Buckley Amendment). See Family Educational Rights and Privacy Act of 1974 in the student handbook for more information on confidentiality of student information and records.

RELEVANT LAWS AND OTHER RESOURCES

[RCW 28B.19](#)

[RCW 28B.50.140](#)

[WAC 132E-122-130](#)

[34 CFR 99FERPA](#)

REVISION HISTORY

Original Date: May 23, 2007

Revision Date: January 27, 2014

December 2017

September 20, 2022

APPROVED BY

Board of Trustees