

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: Academic Policies and Procedures
POLICY/PROCEDURE: Buckley Amendment (FERPA)
DATE: March 1, 1993
REVISION(S): 12/19/94; 3/31/2009

NUMBER: 4.23

Purpose

Ouachita Technical College is an educational institution covered by the Family Educational Rights and Privacy Act (FERPA) (MPPM-B-13, C-57), more commonly referred to as the Buckley Amendment. The purpose of the Act (Section 438 of the General Education Provisions Act, 20 USC 1232g) is to protect the privacy of students and their parents in regard to access and disclosures of students' records maintained by the College.

Policy

In compliance with the Buckley Amendment, the College will follow the specific rules and regulations. The College has designated the following personally identifiable student information as directory information:

1. Name
2. Address
3. Enrollment Status
4. Major field of study
5. Participation in officially recognized activities
6. Dates of attendance
7. Degrees and awards received
8. The most recent educational institution attended
9. Other similar information

This information may be disclosed, as in a graduation program, etc., unless a student refuses to permit the inclusion of a category, or all such information as designated directory information. This refusal must be in writing to the Registrar describing that information which is to be excluded and must be made within ten (10) calendar days from the first scheduled day of the term. Ouachita Technical College will honor the request for one (1) term only. Therefore, the student must file the request on a term basis.

Any disclosure of student information other than directory information outside of the educational institution shall be with prior consent of the student unless health and safety considerations necessitate the dissemination of such information. Faculty shall exercise sound judgment and fairness in maintaining the confidentiality of student information, regardless of the source, including written records, reports, and computer data bases, etc.

Procedures

If students wish to gain access to their academic records, the Division of Student Affairs will assist them. All notices of refusal and questions on student records should be directed to the Registrar.

A posted statement and written procedures for disclosure are required

AUTHENTICATION (Signature):		COPP
_____	3/31/2009	
President	(Date)	4.23