

# FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

In accordance with institutional policy and the U.S. Family Education Rights and Privacy Act of 1974 (FERPA), Truckee Meadows Community College vigorously protects the privacy of student education records. The institution does not release private records of individual students, such as grades and class schedules, without prior written consent of the student or as specifically authorized by FERPA. Some of the exceptions to the prior written consent exceptions are reviewed below and are also found in the Statement of Policy in Accordance with FERPA (<https://catalog.tmcc.edu/rules-regulations/statement-policy-accordance-ferpa/>).

As permitted under federal law, the sole exception to the above practice is the release of "directory" information considered to be public in nature and not generally deemed to be an invasion of privacy. At Truckee Meadows Community College the following categories are defined as "directory" information: student name, participation in officially recognized activities and sports, address, telephone number, weight and height of members of athletic teams, most recent educational agency or institution attended, email address(s), semesters of enrollment, full-time/part-time status, degree(s) awarded, emphasis field(s), certificate field(s), honors and awards, and date(s) of graduation.

- Administrative offices will use photographs as an additional safeguard in verifying a student's identity.
- Faculty and staff members will have access to student photos for class rosters, testing, and academic advising.
- Student photos CANNOT be released to third parties without consent of the student. Photos are for internal use only by College Officials.

Students have the right to request non-disclosure of directory information. If they do not restrict release of this information, it is probable that the information will be released and disclosed. Truckee Meadows Community College uses directory information for non-commercial, educational purposes, such as to mail notices to students about changes in policies, services or opportunities. Directory information may also be provided for commercial purposes to businesses affiliated with the institution, bookstore, honor societies, the alumni association and foundation, or other individuals for purposes that may be beneficial to students. The institution exercises discretion in responding to requests for directory information and may or may not provide such information when requested, depending on the intended purpose of the request. The institution does not sell or rent student information for a fee.

It is important to consider carefully the potential consequences of restricting the release of directory information. If a student restricts release for non-commercial educational purposes, the institution will be unable to place the student's name in publications such as honors and graduation programs; to confirm graduation and dates of attendance to potential employers; to verify enrollment with organizations such as insurance companies; or to send notifications about specialized scholarships without the express written authorization of the student.

If, after due consideration, a student wishes to restrict the release of directory information, they may access the FERPA restriction component of MyTMCC (<http://my.tmcc.edu/>), navigate to Demographic Data > Security > Edit FERPA / DIRECTORY Restrictions, and select from the following choices:

- Do not disclose my information for commercial purposes.
- Do not disclose my information for non-commercial, education purposes.
- Do not disclose my information for both commercial and non-commercial purposes.

Students may also print this page, sign and return to the Admissions and Records Office.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed name: \_\_\_\_\_