

NORTHWEST VISTA COLLEGE
PROCEDURE

Procedure Number:	AS 008
Procedure Title:	Affirmation of Confidentiality of Student Records

1. PURPOSE

1.1 The purpose of the current procedure is to ensure that all Northwest Vista College faculty members and all academic support staff maintain the confidentiality of student records, regardless of modality or location of instructional offering, which shall be utilized only for purposes related to the student's education and only by authorized College personnel. Faculty and academic support professional staff shall maintain confidentiality of student records in accordance with the Family Educational Rights and Privacy Act (FERPA) and all other federal legislation, all state laws related to confidentiality of student records, and all Northwest Vista College or Alamo Colleges District policies and procedures, including Board of Trustees Policy F.4.1, which affirms "the confidential nature of the student's records shall be maintained at all times."

2. DEFINITIONS

2.1 The Northwest Vista College catalog defines the district, state, and federal regulations as they relate to the release of student information and the confidentiality of records. These sections of the Northwest Vista College catalog address: Public notice designating directory information, Special directory Information, Request for nondisclosure of directory information, Privacy of student education records, Military recruiters, Notification of rights under FERPA, Health or safety emergencies, Disclosure to parents, and Student health information.

The Northwest Vista College catalog also directs students to be familiar with FERPA Section F of Board Policies and Procedures, specifically F.6.2. Student Responsibility for Success and the Student Code of Conduct.

3. TITLE

3.1 Affirmation of Confidentiality of Student Records

Contact for Interpretation: *Vice President for Academic Success; Vice President for Student Success*

Relevant Board Policy:	F.4.1; F.6.2
Relevant SACSCOC Documents:	10.6 – Distance and Correspondence Education

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Originating Unit:	Academic Success
Maintenance Unit:	Academic Success; Student Success
Implementation Date:	May 18, 2021
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