AGENDA

1. Policy Revision – E0102 Protection of Student Information – Shelley McNeely
   Time: 12:00-12:10pm
   Attachments: X

   Time: 12:10-12:40pm

3. Title III Update – Brenda Parmenter
   Time: 12:40-1:00pm
The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records. It is the policy of Western Technical College to adhere to the laws protecting the confidentiality of student information. Under FERPA, students have the right to inspect and review their education records maintained by the College. The College must have written permission from the student in order to release any information from the student’s educational record except directory information or for identified exceptions under the law. Western has designated the following information as directory information:

- Name
- City
- State
- Date of Birth
- Dates of attendance
- Class credit load
- Previous institution(s) attended
- Major field of study
- Awards
- Honors (includes President’s and Dean’s List)
- Degree(s) conferred (including dates)
- Past and present participation in officially recognized sports and activities
- Address (limited directory information only)
- Phone (limited directory information only)

The academic transcript with the College seal affixed, is considered the only official record of a student’s performance. Transcripts will be released only on the written request of the student. A transcript may not be released if the student is financially indebted to the College.

Limited Directory Information Designation:
Western does not disclose any directory information for marketing or solicitation purposes. Western designates address and phone number information as limited directory information only. This information is only eligible for release to Western Technical College Foundation for Foundation-related activities and/or local, state or federal law enforcement agencies for safety and/or criminal investigative purposes.

FTC Red Flag Rules
In accordance with the Federal Trade Commission’s (FTC) Red Flag rules, the College has developed an Identity Theft Prevention Program that helps protect consumer identity by responding to possible signals of identity theft known as “Red Flags”. The Board delegates the authority to the President or his/her designee to implement and provide oversight review of the Identity Theft Prevention Program. The President or his/her designee shall, from time to time, develop such procedures as are necessary to carry out this responsibility.

Reference: Procedure E0102p

Revised January 15, 2013
Revised June 16, 2009
Revised March 13, 2001
Revised April 16, 1996