

*Approved July 18, 2008*

TITLE            Proposed Revision to *VCCS Policy Manual* Section 6.2.7 — Privacy of Educational Records (SB) (III.A.2.a)

## BACKGROUND

At their May 2008 meeting, ASAC approved the removal of date and place of birth from the list of VCCS directory information items which can be released to the public without a student's prior consent. This Policy Manual change was approved at the June 2008 ACOP meeting.

## ACTION RECOMMENDED

It is recommended that the following revisions be made to Section 6:

### 6.2.7 Privacy of Educational Records (SB)

Each institution shall establish and publish information release policies that respect the rights of individual privacy, ~~and~~ the confidentiality of records, and the best interests of the student and institution. As provided by the Family and Educational Rights and Privacy Act (FERPA), colleges may disclose the following VCCS directory information items without the student's prior consent:

1. Student's Name
2. Participation in officially recognized activities and sports
3. Address
4. Telephone Listing
5. Weight and height of members of athletic teams
6. Electronic mail address
7. Degrees, honors and awards received
8. ~~Date and place of birth~~
9. Major field of study
10. Dates of attendance
11. Grade level

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12. The most recent educational agency or institution attended

13. Number of credit hours enrolled

Students must provide official notification to the office of the college's registrar to prevent the disclosure of directory information.

**(Please note: This will require the re-numbering of items listed above as 9-13 to 8-12.)**

#### RATIONALE

Date and place of birth are identifiable factors which may contribute to potential fraud and identity theft.

#### RESOURCE PERSONS

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