



**SOUTHWESTERN OREGON COMMUNITY COLLEGE
FINANCIAL AID OFFICE**

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**STUDENT EMPLOYEE CODE OF RESPONSIBILITY AND CONFIDENTIALITY OF COLLEGE
RECORDS AND STANDARDS OF CONDUCT**

Security and confidentiality of information at Southwestern Oregon Community College is a matter of concern for all departments employing students on campus. Every student working with college records holds a position of trust and must recognize the responsibilities of preserving the security and confidentiality of the information. Since a person's conduct either on or off the job may threaten the security and confidentiality of college records, any employee or person with authorized access to Southwestern records is expected:

- ◆ not to make or permit unauthorized use of any information in these files. Unauthorized use includes reviewing records for personal use or at the request of friends or others.
- ◆ not to seek personal benefit or permit others to benefit personally by any confidential information which has come to them through their work assignment.
- ◆ not to exhibit or divulge the contents of any record or report to any person except in the conduct of their regular work duties.
- ◆ not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
- ◆ not to remove any official record or report (or copy) from the office where it is kept except in performance of authorized work duties, and in cases with prior approval.
- ◆ not to operate or request others to operate any college data equipment for purely personal business, unless prior approval is obtained.
- ◆ not to aid, promote, or act in conspiracy with any other person to violate any part of this code.
- ◆ to immediately report any violation of this code to the supervisor.

Students participating in the Federal Work-Study Program are legally bound by the Federal government under the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, to keep all records confidential. Violations of this Act or of the code above may lead to termination and/or removal from the Federal Work-Study Program.

Student employees at Southwestern Oregon Community College are bound by the Student Employee Standards of Conduct, as printed in the Student Employee Handbook. Student employees must read these Standards of Conduct and acknowledge that they understand them. By signing this form, students acknowledge that they have read and received a copy of the Student Employee Standards of Conduct and that they understand that they may be subject to disciplinary action, up to and including termination, if they fail to meet the Standards of Conduct.

Student employees who do not understand the Student Employee Standards of Conduct should contact the Student Employment Coordinator for clarification BEFORE signing this form.

- ◆ I have read and fully understand the Student Employee Standards of Conduct.
- ◆ I agree to abide by these Standards as a participant in the student employment programs at Southwestern Oregon Community College.
- ◆ I understand that, should I fail to abide by these standards, I may be subject to disciplinary action, up to and including termination.

I have read and fully understand the above , and I agree to uphold the above as a participant in the Student Employment programs at Southwestern.

Student Name (Please Print):	Date:
Student Signature:	