

BP: 8045**EDUCATION RECORDS**

Education records are those records maintained by the College that are directly related to a student.

The primary reason for the keeping and maintaining of education records for students is to help the individual student in his/her educational development by providing pertinent information for the student and his/her instructors. These records also serve as an important source of information to assist students in seeking employment and/or continuing education.

It is the policy of the Board to keep education records for students to conform with state and federal laws and regulations.

Information recorded on official education records should be carefully selected, accurate and verifiable, and should have a direct and significant bearing upon the student's educational development.

The Administration will develop procedures for the maintenance, access and release of education records as well as for preserving confidentiality and for challenging the content of those records. The College may withhold the grade reports, diploma or other records of students who owe fees, fines or damages until those fees, fines or damages are paid. Students will receive written notice at least 10 days in advance of withholding stating the College's intent to withhold records. The notice will include an itemization of the fees, fines or damages owed and will notify students of their right to request a hearing.

A copy of this policy and administrative procedure shall be made available to students upon request.

END OF POLICY**Legal Reference(s):**

[ORS 341.290\(17\)](#)
[OAR 166-450-0000 to -0125](#)
[OAR 589-004-0100 to -0750](#)

DATE OF ADOPTION: 11/25/13
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW: