

Student Services Series—5000

STUDENT RECORDS

Student:

1. Accesses their student record online through My.Chemeketa or in person upon request to Enrollment Services.

Enrollment Services:

1. Serves as primary college respondent to outside inquiries relating to student records and provides only directory information without student consent. Directory information is listed in the course catalog and on the public website.
2. With consent of the **student**, may share student records beyond directory information with other entities (including parents, educational institutions, etc.)
3. In emergencies, when the safety of people and property is involved, a student's address, telephone number, or immediate whereabouts may be released at the discretion of the **Executive Dean of Student Development and Learning Resources** or the **Director of Public Safety (or designees)**.
4. Upon court order or subpoena requested information will be released. **Student** will be informed following FERPA guidelines.
5. To comply with federal, state and other legal requirements and to facilitate information sharing with designated educational partners, may release student records without approval of the student.

June 25, 1985

Adopted College Council

June 7, 2006

Revised

October 30, 2015; December 6, 2017

Revised by College Executive Administration