



**Policy Series #: 4000 – Human Resources**  
**Policy Manager: Celeste Ruble**  
**Student Directory Information Available to the Public**

**Purpose:** Riverland Community College’s policy is to align student information available to the public in accordance to Family Educational Rights and Privacy Act (FERPA). This Federal law, requires that Riverland Community College, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from the student’s education records. However, Riverland Community College may disclose appropriately designated "directory information" without written consent, unless you have advised the college to the contrary in accordance with college procedures.

**Applicability:** The primary purpose of directory information is to allow the college to include this type of information from a student’s education records in certain school publications.

**Examples include:**

1. A playbill, showing student’s role in a drama production
2. Honor roll or other recognition lists
3. Graduation programs; and
4. Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, information that is generally not considered harmful or an invasion of privacy, can be disclosed to outside organizations without a student’s prior written consent.

If a student does not want the college to disclose directory information from his/her education records without the student’s prior written consent, the student must notify the college in writing.

Riverland Community College has designated the following items as Directory Information. This information may be released without the consent of the student.

1. Student's name
2. Major field of study
3. Participation in officially recognized activities and sports
4. Dates of attendance
5. The most recent previous educational institution attended
6. Classification (freshman, sophomore)
7. Degrees, honors, and awards received
8. Date of graduation
9. Height, weight and high school information for athletic participants
10. Student photographs (stills or motion)
11. Riverland issued email address
12. Enrollment status (enrolled, withdrew, graduated, full-time or part-time)

Students may request that this information be designated “non-directory information” by completing a request form in any Riverland Student Service Center. If a student chooses to have this information designated “non-directory information” by the College, the College will not release this information as “public” information

about that student once the written request has been submitted. However, the College may still be required to release this information under certain circumstances. For more information about the release of student information, please contact the College Registrar.

**Does this policy have a procedure? Yes.**

**List related policies, procedures or plans here (if any):**

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Date of Initial Review by President's Cabinet: 3/14/2013  
AASC Review (if applicable):  
FSGC Review (if applicable): 4/24/2013  
Date of Final Approval / Policy Adoption: 6/13/2013

Date & Subject of Revisions: