

B O A R D P O L I C Y

WESTERN IOWA TECH COMMUNITY COLLEGE

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| | Series Number: 502.2 |
| Title | Student Records and Requirements |
| | Confidentiality of Student Records |

The policy of Western Iowa Tech Community College is to keep a student's education record confidential as provided by law. It is the intention of the College to fully comply with the provisions of the "Family Education Rights and Privacy Act" (FERPA). The College has established policies and procedures to implement compliance. Information regarding this law and WITCC FERPA policies and procedures may be reviewed during normal business hours in the WITCC Student Records office.

FERPA generally provides that personally identifiable information from student education records may not be disclosed without prior written consent of the eligible student. A full list of exceptions in which disclosure is authorized without consent are set forth in § 99.31 of the FERPA regulations. Some commonly exercised exceptions at WITCC are:

Directory Information

The College considers the following information as directory information and may release it without the student's consent unless the student has filed an official request to withhold directory information: name, mailing address, telephone number, college email address, , major/field of study, dates of attendance, participation in officially recognized activities, degrees, honors, awards earned, and educational institution most recently attended. Request to Withhold Directory Information forms are made available through the Student Records office.

School Officials with Legitimate Educational Interest

A school official includes a person employed by the College or member of the Board of Directors. A school official also includes a volunteer or contractor outside of the College who performs an institutional service of function for which it would otherwise use its own employees and who is under its direct control with respect to the use and maintenance of personally identifiable information from education records. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill professional responsibilities for the College.

Solomon Amendment

The Solomon Amendment (10 U.S.C. § 983) is a federal law that allows military recruiters to access some Personally Identifiable Information from a student's education record--for students age 17 and older. The Department of Education has determined the Solomon Amendment supersedes most elements of FERPA. As such, WITCC is obligated to release data when a military recruiter requests it. However, if the student has submitted an official Request to Withhold Directory Information with the Student Records office, restricting the release of directory information, no information from the student's education record will be released under the Solomon Amendment. The following is a list of information that may be released to military recruiters pursuant to the Solomon Amendment:

- Name,
- address,
- telephone,
- year of birth,
- level of education,
- academic major,
- degrees received,

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| Date of Adoption | 12/11/1995 | Legal Reference: (Code of Iowa) |
| Date of Last Revision | 11/9/2020 | |
| Date of Current Revision | 7/14/2025 | Date of Last Review: 1/27/2025 |
| Related Administrative Procedures and Cross References | | |
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BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

- educational institution in which the student was most recently enrolled.

Under the Solomon Amendment, information will be released for *military recruitment purposes only*. The military recruiters may request student recruitment information once each term or semester for each of the 12 eligible units within the five branches of the service.