

DISCLOSURE OF STUDENT EDUCATION RECORDS AND DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student educational records of both current and former students. Each NSHE institution is required to comply fully with the law. The Act makes a distinction between a student's education record and information classified as directory information. FERPA gives parents certain rights with respect to their children's education records. These rights transfer solely to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are defined as "eligible students" in the Act.

Education Records: Institutions must have written permission from the eligible student in order to release any personally identifiable information from a student's education record. However, under certain conditions FERPA allows institutions to disclose those records, without consent, to the following parties or under the following conditions:

- School official with legitimate educational interest which may include a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including security personnel)
- Authorized representative which may include contractors, consultants, volunteers, and other outside parties used to conduct institutional services or functions for which the institution would otherwise use its own employees.
- A person serving on the Advisory Board.
- A student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the institution
- Accrediting organizations

- To comply with a judicial order or lawfully issued subpoena, provided that the institution makes a reasonable attempt to notify the student in advance of compliance
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state law

Directory Information: Under the provisions of FERPA, institutions may disclose, without consent, directory information to individuals upon request. Each NSHE institution must set a definition for its directory information, which may be more restrictive than provided in FERPA. Directory information is defined in the Act as information contained in an education record of a current or former student which would not generally be considered harmful or an invasion of privacy if disclosed. The Act defines such information as including, but not limited to: name, address, telephone number, date and place of birth, major field of study, electronic personal identifiers (only when used with other authentication known only to the user), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended. GBC defines directory information as: name, address, email address, dates of attendance, full-time/part-time status, degree awarded, major field and date of graduation.

DISCLOSURE OF STUDENT RECORDS OPT OUT FORM

You may request that GBC not release directory information about you for commercial and/or non-commercial purposes.

In accordance with institutional policy and the U.S. Family Education Rights and Privacy Act of 1974 (FERPA), Great Basin College vigorously protects the privacy of student education records. The institution does not release private records of individual students, such as grades and class schedules, without prior written consent of the student.

As permitted under federal law, the sole exception to the above practice is the release of "directory" information considered to be public in nature and not generally deemed to be an invasion of privacy. At Great Basin College the following categories are defined as "directory" information: name, address, email address, dates of attendance, full-time/part-time status, degree awarded, major field and date of graduation.

Students have the right to request non-disclosure of directory information. If they do not restrict release of this information, it is probable that the information will be released or disclosed. Great Basin College uses directory information for non-commercial, educational purposes, such as to mail notices to students about changes in policies, services, or opportunities. Directory information may also be provided for commercial purposes to businesses affiliated with the institution, honor societies, the alumni association and foundation, or other individuals for purposes that may be beneficial to students. The institution exercises discretion in responding to requests for directory information and may or may not provide such information when requested, depending on the intended purpose of the request. The institution does not sell or rent student information for a fee.

It is important to consider carefully the potential consequences of restricting the release of directory information. If a student restricts release for non-commercial educational purposes, the institution will be unable to place the student's name in publications such as honors and graduation programs; to confirm graduation and dates of attendance to potential employers; to verify enrollment with organizations such as insurance companies; or to send notifications about specialized scholarships without the express written authorization of the student.

If, after due consideration, you wish to restrict the release of this information, please check one of the boxes below indicating your authorization, sign and date the form, and return it to the GBC Admissions and Records Office in Elko, or to GBC in Battle Mountain, Ely, Pahrump, or Winnemucca. Students shall be permitted until the end of the first six weeks of the fall or spring semester to submit a written request for non-disclosure of directory information. The deadline is published in the academic calendar. This directive will apply permanently to your record until you choose to reverse it by submitting a written authorization.

- Remove my name from directory information for commercial purposes. Commercial purposes"commercial purposes" in defined as the use of directory information by any person, including, without limitation, corporation or other business, outside the NSHE to solicit or provide facilities, goods, or services in exchange for payment of any purchase price, fee, contribution, donation, or other valuable consideration.
- Remove my name from directory information for non-commercial purposes. Non-commercial educational purposes may include, but are not limited to, placing the student's name in publications, such as honors and graduation programs; confirming graduation and dates of attendance to potential employers; verifying enrollment with organizations such as insurance companies; or sending notifications about specialized scholarships without the express written authorization of the student.
- Remove my name from directory information for both commercial and non-commercial purposes.
- I previously asked to remove my directory information for one or both of the purposes listed above, and now wish to allow release of my directory information.

Student Signature

Print Name

Date of Birth

Date

This request will apply permanently to your record, even following graduation, until you choose to reverse it by submitting a written authorization to Admissions and Records.