

WESTERN NEBRASKA COMMUNITY COLLEGE

Western Community College Area Board of Governors' Policy

TITLE: Acceptable Identification Process for Student Services Transactions

DIVISION: Student Services

CATEGORY: General

REFERENCE: PP-550 Acceptable Identification Process for Student Services
Transactions Procedure
Family Educational Rights and Privacy Act of 1974
(FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

NUMBER: BP-550

APPROVAL/DATE: F. Lynne Klemke, President, WCCA Board of Governors
Date: January 16, 2019

Purpose

This policy complies with the requirements for the protection of privacy of parents and students under section 444 of the General Education Provisions Act, as amended.

Scope

This policy applies to all Western Nebraska Community College (WNCC) students and alumni.

Policy

In the interest of equitable and efficient operation of the College, WNCC students shall be afforded a process by which to verify his or her identification in order to receive student services transactions at WNCC.

The College shall publish and adhere to a procedure that complies with the Family Educational Rights and Privacy Act (FERPA).

Definitions

Disclosure: To permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.

Education records: Those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution.

Revising this Policy

This Board Policy supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

Adoption Date and Board of Governors' Minutes Item Number: January 16, 2019 Item #I(2)(a)

Revision Date and Board of Governors' Minutes Item Number:

Prior Policy Number:

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department: Student Services

Repeal Date and Board of Governors' Minutes Item Number:

Cross Reference:

Procedure(s) for Policy: PP-550 Acceptable Identification Process for Student Services Transactions Procedure

Related Policies/References: