

Policy Number: 02-20-025

Policy Title: STUDENT RECORDS – CONFIDENTIAL RECORDS; RESTRICTIONS ON RELEASE

Effective Date: February 13, 2003

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1. Personal records designated as confidential pursuant to ORS 353.180 or pursuant to the federal Family Educational Rights and Privacy Act (FERPA Records), may be disclosed to institutional officials or employees who need the information to fulfill their official, professional responsibilities as required by law or institutional direction. Disclosure of personally identifiable information also may be made in connection with financial aid for which a student has applied or that a student has received; or to accrediting organizations when necessary to their accrediting functions. These records may not be released to any other person or agency without the student's written consent, unless on receipt of a subpoena or other court order or process. Any subpoena or court order shall be referred to OHSU Legal Counsel prior to disclosure of any student records.
 2. The President, or designee, may make exception to the foregoing policy and may disclose personally identifiable information from the educational records of a student to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individual. The factors to be taken into account in determining whether personally identifiable information from the educational records of a student may be disclosed under this policy shall include the following:
 - A. The seriousness of the health or safety of the student or other individual;
 - B. The need for the information to meet the emergency;
 - C. Whether the individuals to whom the information is disclosed are in a position to deal with the emergency; and
 - D. The extent to which time is of the essence in dealing with the emergency.
 3. The health and safety exception to confidentiality shall be strictly construed.

Related Regulations: ORS 353.180

Revision History: October 25, 1996; February 13, 2003

Responsible Office: Registrar