

# S66-20 Control of Information Contained in Student Records

## **Legislative History:**

At its meeting of June 2, 1966 the Academic Council adopted the guidelines for the development of institutional policy concerning control of information contained in student records, as developed by the Committee on Student Admissions and Retention.

### **ACTION BY THE UNIVERSITY PRESIDENT:**

"Approved" signed R.D. Clark, July 18, 1966

## GUIDELINES FOR DEVELOPMENT OF INSTITUTIONAL POLICY CONCERNING CONTROL OF INFORMATION CONTAINED IN STUDENT RECORDS

Institutional policy for the control of information contained in student records is based on the following principles:

1. It is the responsibility of those maintaining student records to be cognizant of the purposes for which the records were gathered and are maintained. Records should be accessible to those who have a legitimate need for the information
2. The college should recognized that whenever information is released, it is the responsible for interpreting it to the user.
3. Laws regarding privilege, confidentiality, and privacy should be considered as they relate to the release of information.

### RELEASE OF INFORMATION FOR NON-COLLEGE USE

1. Personal data such as that found on applications, questionnaires, etc.
  - a Phone requests: No information concerning a student shall be given over the phone to an outside party beyond whether or not he is enrolled and, if a graduate, what degree he earned. Exceptions to this practice shall be made only by professional staff and then only when they are acquainted with the caller and the request is for valid educational or personal purposes.

- b. Written requests from private individuals or firms such as insurance companies, credit bureaus, prospective employers: No information beyond that which may be given by phone shall be released without approval of the student. Information already provided by the student may be verified without specific permission.
- c. Written requests from government investigative agencies or in-person requests by representatives from such agencies: All inquiries from federal agencies shall be answered, but investigators shall not be permitted to review personally complete files. The file shall first be reviewed by a professional staff member, and if the material requires interpretation, the investigator shall meet with this person. Where the content is routine, review under supervision within the office may be permitted. Information shall be supplied to other agencies on written permission of the student or by court subpoena.
- d. Requests for information such as address and phone numbers, etc: Whether such a request is for informational concerning an individual or large group of students, it shall not generally be honored when coming from outside of the college and never for commercial purposes.
- e. Emergency requests: When a true emergency situation exists, the college shall assist in getting a message to the student concerned.

## 2. Academic Information

- a. Transcripts, grade reports from other institutions: Information contained in such records is for use by professionals concerned with the student's education. They shall not be shared with individuals outside of the college except for persons clearly qualified who represent other reputable institutions. When the college has no further use for such documents, they shall be destroyed, returned to the originating institution, or forwarded to another institution at the student's request.
- b. College Permanent Record Cards: These data are for professional use and shall be carefully protected. The following rules shall govern the use of this record.
  - 1. Requests from other colleges and secondary schools shall be honored without charge. When the request shall cause workload and expense beyond reasonable limits, the requesting institution shall be so advised. In such cases that request may be deferred or steps may be taken to cover actual costs.
  - 2. All requests by the student for submission of records to other schools and prospective employers shall be in writing and be honored
  - 3. Requests by parents shall be handled with the utmost of care. In the case of a student over 21, information shall not be released without his permission. If the student is under 21, information may be released at the discretion of a professional staff member.

- c. Test Scores: Scores of routine aptitude, interests, and achievement tests shall be shared only with other educational agencies (with appropriate interpretation), with the student and his parents, and with individuals representing other agencies who have a reasonable "need to know."

Scores generally requiring explanation or involving psychometric evaluation shall only be provided to persons clearly qualified by background and training to use such information.

3. Disciplinary Records

Information concerning disciplinary proceedings and action shall be kept in a locked file and access limited to the Dean of Students or authorized representative. Confidential information contained in these records shall be released only with the student's permission.

4. Placement and Activity Records

Information maintained in these records shall be released only with the student's permission and only to those who have a reasonable "need to know."

5. Employment Records

Information concerning the students past employment record shall be released only with the student's permission.

6. Financial Aid Records

Information maintained in these records shall be released only with the student's permission. Students shall be informed that when they are delinquent in loan payment their case may be referred to a collection agency, and that requests for grades or transcripts will not be honored until they have made satisfactory arrangements to meet the obligation.

### INFORMATION FOR USE WITHIN THE COLLEGE

1. Academic Records

- a. Transcripts from other Institutions
- b. Permanent record
- c. Test Scores

All of the above shall be fully accessible to faculty and staff under appropriate controls designed to assure the safety of the documents. They shall not be removed from the student personnel area except in the custody of a representative

2. Disciplinary Records

Information concerning disciplinary proceedings and actions, except for a notation on the permanent record card, shall be kept in locked files, access to which is limited. Any review of such materials by other college staff member shall be permitted only with the approval of the Dean of Students or authorized representative.

3. Placement Records

Access to these records shall be limited to professional staff, and others responsible for maintaining them. Review by faculty should be permitted only with approval of the Placement Officer or his authorized representative.

4. Activity Records

Information in these records shall not contain confidential material. They may be made available to the professional staff and to representatives of student groups for legitimate purposes.

5. Employment Records

These records shall be restricted to use by student personnel staff and other college staff who may be considering the student for employment.

6. Counseling and Medical Records

These records shall be under the strict control of the counselor or physician. maximum security will be maintained at all times and no information shall be released except by a counselor or physician with the permission of the student.