

OFFICIAL NOTICE
OFFICIAL NOTICE TO TEXAS A&M UNIVERSITY STUDENTS

In the past, certain information has been made public by Texas A&M University as a service to students, families and other interested individuals.

Under the "Family Educational Rights and Privacy Act of 1974," the following directory information may be made public unless the student desires to withhold all or any portion of it:

Student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Any student wishing to withhold any or all of this information should fill out, in person, the appropriate form, available to graduate students at the Graduate College and to undergraduate students at the Registrar's Office, no later than 5:00 p.m., Tuesday, February 1, 1977.

Edwin H. Cooper, Dean Admissions and Records Texas A&M University

TEXAS A&M UNIVERSITY STUDENT RECORDS POLICY
January, 1975

To comply with the requirements of the "Family Educational Rights and Privacy Act of 1974," Texas A&M University has adopted policies and procedures summarized in the following paragraphs, which will be announced publicly periodically. These policies and procedures are intended to implement the requirements of this Act and to clarify these requirements for all members of the University student body, faculty, professional staff, parents and other interested parties.

Any person desiring further clarification of this policy statement may request same from Mr. Robert A. Lacey, Registrar.

I. According to the Texas A&M Student Records System, records will be maintained in a variety of administrative offices as outlined below. The chief administrative officer in each office will be responsible for the records under his control and for the release of information to those records.

Name	Position	Type of Records
R. A. Lacey	Registrar	Academic and admissions records
B. G. Lay	Director of Admissions	Academic and admissions records
G. W. Kurze	Dean of the Graduate College	Academic and admissions records
S. A. Kerley	Director of Academic Counseling Center	Academic counseling and testing records
J. J. Kolbus, III	Vice President for Student Services	Disciplinary and personal counseling records
O. L. Luther	Chief of the University Police	Campus security records
R. C. Deibel	Controller of Accounts	Financial and tax records
R. M. Logan	Director of Student Financial Aid	Financial aid records
C. B. Goswick	Director of the University Health Center	Medical records
G. H. Jennings	Human Resources Manager	Address and housing records
T. R. Parsons	Commanding Officer	ROTC records
E. Bealard	Admission Director	Admission records
W. B. Lancaster	Manager of Payroll Services	Personal records of employed students
J. Van Pelt	Director of the Placement Office	Job placement records
W. H. Clayton	Principal Advisor	Records of Marine Sciences & Maritime Resources
H. O. Kunkel	Dean of the College of Agriculture	Student records of the eleven academic colleges
R. D. Reed	Dean of the College of Architecture	Student records of the eleven academic colleges
J. E. Pearson	Dean of the College of Business Administration	Student records of the eleven academic colleges
F. W. R. Hubert	Dean of the College of Education	Student records of the eleven academic colleges
E. F. Benson	Dean of the College of Engineering	Student records of the eleven academic colleges
W. D. Maxwell	Dean of the College of Liberal Arts	Student records of the eleven academic colleges
J. A. Knight	Dean of the College of Medicine	Student records of the eleven academic colleges
J. M. Prescott	Dean of the College of Science	Student records of the eleven academic colleges
G. C. Shelton	Dean of the College of Veterinary Medicine	Student records of the eleven academic colleges
The Seventy-two Department Heads	Heads of the Academic Departments	Student records of the seven-two departments
Charles F. Hornstein, Jr.	Foreign Student Advisor	Foreign student personal records

II. Student Access to Education Records
All students (and former students) of Texas A&M University have the right of access to their education records for the purpose of review, with the exception of those records prohibited by the Act (see Section III).

A. Students have the right to obtain copies of records relating to themselves at the expense of the student. The reproduction charge shall not exceed the actual cost to the University.

B. The University will respond to all requests for explanations and interpretations of records or information, provided the response is not in violation of this Act.

C. The Act provides that a student may waive his right of access to confidential letters of recommendation in the areas of admissions, job placement and receipt of awards. Students seeking employment through the University Placement Office may have signed such a waiver. Information concerning the status of such waivers may be obtained from the Director of Placement. Consent to release personally identifiable information, such as rank in class, personal conduct, grade point ratio, academic progress, etc., to non-authorized personnel (see Section IV) should be obtained from the student by individuals releasing such information.

III. Records Not Accessible to Students
A. Instructional, supervisory, and administrative personnel records and educational personnel records pertaining thereto in the sole possession of the author and not revealed to any person other than a substitute (i.e., grade books, notes of observation and notes for recollection purposes).

B. Records of a student in the custody of the Office of University Police, provided they are maintained solely for law enforcement purposes, and are made available only to law enforcement officials of the same jurisdiction.

C. Employment records of a University employee who is not a student.

D. Records and information on a student maintained by a physician, psychiatrist or psychologist and information will be made available to a physician or other appropriate professional of the student's choice.

E. Financial records of the parents of a student and any information contained therein.

IV. Authorized Non-Student Access to Student Records
Under the following circumstances and to the following people, educational records (or personally identifiable information within a record) may be released without the written consent of the student:

A. Officials, faculty and staff employed by Texas A&M University if they have a "legitimate educational interest."

B. Officials of other educational institutions in which the student intends to enroll, provided the student is notified of what is being released and given a copy if desired.

OFFICIAL NOTICE

C. Authorized representatives of the Comptroller General of the United States, the Secretary of Health, Education and Welfare, administrative heads of educational agencies, or state educational authorities.

D. Individuals needing this information in connection with a student's application for, or receipt of, financial aid.

E. State and local officials to whom state laws (in effect on or before November 19, 1974) require information to be reported.

F. Organizations like Educational Testing Service and College Entrance Examination Board in connection with developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, but such organizations must not show the personally identifiable information to outsiders and the information will be destroyed when no longer needed for audit, evaluation, and/or enforcement of federal legal requirements.

G. Accrediting organizations.

H. Persons who certify a student is carried as a dependent for federal income tax purposes. This certification must be ascertained by the University office concerned. (It would include such items as grades, transcripts, financial aid and probation reports.)

I. Appropriate persons, if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

J. Individuals requiring such information by means of a judicial order or any lawfully issued subpoena, upon condition that the student be notified by the University of all such orders and subpoenas in advance of compliance.

V. Student Rights to Challenge Records
Students have the right to a hearing to challenge records and information directly relating to them. The challenge is restricted to inaccurate, misleading, or otherwise inappropriate records and information. The following procedures shall be followed:

A. Any student wishing to challenge records or information directly relating to him must notify the individual responsible for maintaining the record of the wish to challenge. The notice must be in writing and specifically identify the item challenged and the basis for the challenge. This written request must be filed in duplicate with the custodian of the challenged record.

B. All initial hearings will be informal and participants will be the custodian of the challenged records or information, the student and the author (if appropriate) of the material.

C. If any of the participants (record custodian, student or author) are not satisfied with the results of the informal hearing, a formal hearing will be conducted under the procedures adopted and published below.

1. The hearing will be conducted and the results decided within a reasonable period of time (seven business days) following the request for the hearing.

2. The hearing will be conducted, and the decision rendered by an institutional official or other party who does not have a direct interest in the outcome of the hearing. The appointment of an official or party will be made by the Vice President to whom the record custodian reports.

3. The student will be afforded a full and fair opportunity to present evidence relevant to challenging the content of the educational records in order to insure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students. The hearing also provides an opportunity for correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained in the record and for insertion into the record a written explanation of the student respecting the content of the challenged record.

4. The decision must be rendered in writing to all interested parties within a reasonable period of time (seven business days) after the conclusion of the hearing.

VI. Release of "Student Directory Information"
Information on students, such as date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended, is defined and referred to in this Act as "student directory information" (this is a category of information and does not refer necessarily to a publication known as a "directory").

The information mentioned above will be released by various campus offices periodically or upon request unless the student requests in writing that specific information be withheld.

A publication known as the Texas A&M University Directory is one type of periodic containing data classified as "student directory information." It will contain the student's name, address, telephone number, major field of study and classification unless the student requests that part or all of the data be withheld.

Periodically the Registrar will publish official notice of the above policy so that students wishing to do so can make requests known to the Registrar (undergraduates) or the Dean of the Graduate College (graduate students). After the official notice has been published, the Registrar will inform offices concerned of the requests received.

VII. Destruction of Records
Texas A&M University constantly reviews education records; it maintains and periodically it becomes necessary to destroy certain records. In no case will the University destroy records if the action is prohibited by state and/or federal law.

Basic scholastic records are kept permanently in the Registrar's Office. Beyond these, the various departments and offices may determine their own policies regarding retention of records within existing laws.

VIII. Letters of Recommendation
A. Students have the right to review confidential recommendations used in applications for employment or for admission to any educational agency or institution, or information concerning honors awarded, except when the student waives, in writing, the privileges of examination under the Family Educational Rights and Privacy Act of 1974, the student does not have access to confidential letters and statements of recommendation which were placed in the education records prior to January 1, 1975, if the letters or statements are used for purposes for which they were specifically intended.

IX. Former Students
These procedures apply to all persons formerly enrolled at Texas A&M University as well as to those currently enrolled.

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Cadet wins scholarship

Karen D. Bradshaw, senior Air Force ROTC cadet at Texas A&M University, has been accepted into medical school on Air Force scholarship.

She is the first woman cadet at A&M accepted to medical school. Bradshaw, of Texarkana, will be commissioned a reserve second lieutenant in the Medical Service Corps upon enrollment at the Uni-

versity of Texas at Dallas Southwestern Medical School.

On completion of medical studies, she will enter Air Force active duty in the rank of captain.

Col. Robert Elkins, professor of aerospace studies, noted that the scholarship will pay for tuitions, fees and books. "We regret losing her in the final year of the Air Force ROTC program, but wanted this to

happen for her," Col. Elkins said. A pre-medicine major in zoology at A&M, she is scholastic officer of Company W-1, known in the Cadet Corps as "Minerva's Finest." Bradshaw has a grade point ratio of more than 3.7 — and including her first two years' study at Texarkana Community College, she has a 3.8 GPR.

A recipient of financial assistance from the Society of Commis-

Officers in Memphis, Tenn., also a member of the Pre-Dent Society, was president of the Texarkana Hometown Circle is active in the University League.

Phillip W. Duchamp, A&M ROTC cadet from One, received a scholarship to Southern Medical School last year.

Price forecast is dim for consumer

Beef prices move upwards in 1977

"While cattle producers have been eagerly looking forward to 1977, beef consumers may be somewhat uneasy. This rather general attitude is the result of recent supply and price forecasts for the new year," said Dr. Ed Uvacek, livestock marketing specialist with the Texas Agricultural Extension Service.

Due to income losses by both ranches and feedlots during the last several years, consumers have actually been provided with beef at considerably below its production cost.

Uvacek noted, for example, that in 1976 most ranchers lost about \$50 to \$75 per cow. On top of that, cattle feeding costs were \$75 to \$100 above final sales prices.

"This means, given the same packer and retailer marketing margins that existed for the year, but assuming producers just broke-even on their animals, the retail price for choice beef would have been almost \$2 per pound. The average for the year, however, was only \$1.39 per pound.

"Hence, producer losses have actually subsidized consumer purchases of beef," the specialist said.

These losses have resulted in a severe curtailment of cattle production, said Uvacek. Breeding cow herds were reduced almost 1.9 million head in 1975 and another 2 million head in 1976. Lower supplies of beef this year should move prices upwards.

Uvacek's forecasts for the new year are encouraging for producers but bad news for consumers. Higher beef prices are expected until mid-year, with April or May price levels being 15 to 20 per cent

higher than present. Beyond year, the market trend should be down only slightly.

"There is a strong possibility many ranchers will not cut costs, but may even make money. Cattle feedlots are expected to do better and should be rare. This improves the economic picture for producers, however, that consumers are ready to pay substantially higher prices for beef in 1977," Uvacek said.

Foundryman to be speaker

Clyde A. Sanders, president of the international American Colloid Company, will be the featured speaker at "Student & Industrial Night" at Texas A&M University Friday.

His topic is "Productivity and You" at the annual meeting of the Texas Chapter of the American Foundrymen's Association at 7 p.m. in the Ballroom of the Memorial Student Center.

The "Student & Industrial Night" begins with a social hour at Sanders is considered an authority in the field of foundry and the author of several books of which, "Foundry Sand Part II" is in six languages.

Sanders is also vice-president of the Foundry Educational Foundation, and, in conjunction with the Foundrymen's Association, several Foundrymen's arships will be awarded to students in the engineering technology department.

During the presentation, Sanders said the two countries have important steps to build a stable relationship during the past few years.

U.S. Ambassador presents credentials
MOSCOW (UPI)—U.S. Ambassador Malcolm Toon yesterday presented his credentials to the Soviet Union.

Toon, the 15th U.S. envoy to Moscow since the two countries established diplomatic relations in 1933, formally handed his credentials to President Nikolai

in a Kremlin ceremony. Sanders said the two countries have important steps to build a stable relationship during the past few years.

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