

The Battalion Classified

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 p.m., Tuesday September 13, 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 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 administrator of each office will be responsible for the records under his control and for the release of information in those records.

Name	Position	Type of Records
Robert A. Lacey	Registrar	Academic and admissions records
Billy G. Lay	Director of Admissions	Admissions records
George W. Kur	Director of Admissions	Admissions records
Arthur L. Tolson	Director of Academic Counseling Center	Academic counseling and advising records
John J. Kalka, III	Director of Student Services	Disciplinary and personal counseling records
O. L. Luther	Chief of the University Police	Campus security records
R. Clark Dabner	Controller of Accounts	Financial obligatory records
Robert M. Logan	Director of Student Services	Financial aid records
Clayton B. Goswick	Director of the University Health Center	Medical records
Ronald E. Bass	Housing Manager	Address and housing records
James R. Woodall	Commandant	ROTC records
Emory Bedford	Manager of Physical Services	Student athlete records
William B. Lancaster	Manager of Payroll Services	Personal records of employed students
Louis J. Van Pelt	Director of the Placement Office	Job placement records
William H. Clayton	Provost of Moody College	Student records of the Agricultural Department
H. O. Kunkel	Dean of the College of Architecture & Environmental Design	Student records of the College of Architecture & Environmental Design
Raymond D. Reed	Dean of the College of Business Administration	Student records of the College of Business Administration
John H. Pearson	Dean of the College of Education	Student records of the College of Education
Frank W. R. Hubert	Dean of the College of Engineering	Student records of the College of Engineering
Fred J. Benson	Dean of the College of Liberal Arts	Student records of the College of Liberal Arts
Earl F. Cook	Dean of the College of Medicine	Student records of the College of Medicine
W. David Maxwell	Dean of the College of Science	Student records of the College of Science
James A. Knight	Dean of the College of Veterinary Medicine	Student records of the College of Veterinary Medicine
John B. Beckham	Dean of the College of Forestry	Student records of the College of Forestry
George C. Shanon	Dean of the College of Forestry	Student records of the College of Forestry
The Seventy-two Department Heads	Heads of the Academic Departments	Student records of the seventy-two academic departments
Milton C. Sandid	Foreign Student Advisor	Foreign student 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. The 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 employed by the University. These records 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:

- Officials, faculty and staff employed by Texas A&M University, if they have a "legitimate educational interest."
- Officials of other educational institutions in which the student intends "to seek" to enroll, provided the student is notified of what is being released and given a copy if desired.
- 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.
- Individuals needing this information in connection with a student's application for, or receipt of, financial aid.
- State and local officials to whom state laws (in effect on or before November 19, 1974) require information to be reported.

OFFICIAL NOTICE

F. Organizations like Educational Testing Service or College Entrance Examination Board in connection with developing, validating, or administering predictive tests, administering student aid programs, arranging institutional 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. Parents who certify a student is carried as a dependent for federal income tax purposes. This certification must be obtained 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 legally issued subpoena, upon condition that the student is 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:

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

- The hearing will be conducted and the results decided within a reasonable period of time (seven business days) following the request for the hearing.
- 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 the official or party will be made by the Vice President to whom the record custodian reports.
- 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/or to insert into the record a written explanation of the student respecting the content of the challenged record.
- 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 Director 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 director 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 periodical containing data classified as "student director information". It will contain the student's name, address, telephone listing, 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 law.

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.

B. 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.

SPECIAL NOTICE

AGGIELAND REFUND POLICY
Yearbook fees are refundable in full during the semester in which payment is made. Thereafter no refunds will be made on cancelled orders. Yearbooks must be picked up during the academic year in which they are published.

"Students who will not be on campus when the yearbooks are published, usually by September 1, must pay a mailing and handling fee. Yearbooks will not be held, nor will they be mailed without the necessary fees having been paid."

This policy took effect on October 22, 1976.

DIRECTORY REFUND POLICY

DIRECTORY FEES are refundable in full during the semester in which payment is made. Thereafter no refunds will be made on cancelled orders. Directories must be picked up during the academic year in which they are published.

AUTO INSURANCE FOR AGGIES:

Call: George Webb
Farmers Insurance Group
3400 S. College 823-5051

SPECIAL NOTICE

WANT AD RATES

One day Minimum charge — 10¢ per word
Classified Display \$1.85 per column inch each insertion
ALL classified ads must be pre-paid.
DEADLINE 12 noon day before publication

Attn. women students and faculty at A&M. Come play Field Hockey with us 4-6 weekday afternoons. New extramural club. Call Sara if interested. 423 Mosher. 845-6754.

WANTED

WANTED THIEF
\$50 reward for arrest and information of thief, or thieves, who stole Wyler wrist watch with white band at Wofford Cain Olympic Pool. 693-4141 or 845-2345.

INSTRUCTION

LEARN TO PLAY the 5-string Bluegrass Banjo. Guitar lessons also available. Call 846-8556. 14410

WORK WANTED

PROFESSIONAL TYPING SERVICES. Located 707 University Drive. Hours 9-5, Monday through Friday. Phone 846-9109. 3620
Typing. 823-4579. 136184
Typing. Experienced, fast, accurate. All kinds. 822-0544. 831th
Full time typing. Symbols. Call 823-7723. 392th
Typing. 846-3491. 116103

SERVICES

Service For All Chrysler Corp. Cars Body Work — Painting
HALSELY MOTOR COMPANY INC.
Dodge Sales and Service Since 1922
1411 Texas Ave. — 823-111

FOR SALE

1974 Honda Civic Hatchback. Call Steve 693-3678 after 5. 414
7 ft. single bed, bumper pool, aquarium supplies, Playboy, 1970 Pontiac GTO. 3803 Windridge, Bryan. 846-0166. 412
Mustang II, Chia. 1975. 4-speed. Original owner. Call 846-2197, 846-6541. 315
Sears compact stereo. 8-track AM-FM trnb. \$110 or best offer. Excellent cond. Call 846-8602. 213

Bring your bikes to White's Auto Store College Station, your oldest and most dependable store, for parts, repair or trade and prices you like.

FOR RENT

New Houses For Lease! Why pay more for an apartment when you can live in the privacy of a new home for less money? We are offering new 3 BDR, 1 bath homes featuring complete kitchens, washer-dryer connections, built-in bookcases, more than ample closet space, carports, optional fences, convenient to TAMU, children and pets welcome. From \$265. Available immediately. Call 693-8817. 14615

FOR RENT

Sublease Doux Chene efficiency. \$166/mo. Regular \$185/mo. 693-0782. 213
3 bedroom house near Baskin Robbins; \$175, completely unfurnished; no bills paid; 846-0838. 411
Now available: 3 room & bath furnished apt. 12 min. from TAMU. Desirable for graduate couple who like attractive surroundings plus reasonable rent. Call 822-6668, Mrs. John Caulfield. 413
New apartments now leasing for September 1st occupancy. 5 blocks from campus. 2 bedroom apartment unfurnished \$195; 2 bedroom apartment furnished \$225. 823-7314. 3110

FOR RENT

Attention Co-op Students. A quiet, dignified place to live & study.
Monthly Rates
La Salle Hotel
120 SOUTH MAIN BRYAN
713/822-1501 1341th

HELP WANTED

Darkroom technician. Part-time. Must have color processing experience. Remote Sensing Center. Call Bob Benton, 845-5422. 414
Full or part-time audio sales person. Apply at Audio-Video, 707 Texas, 846-5719. 413
SHIPLEY'S DONUT SHOP. 3310 S. College. Apply in person 1-6. 215

HELP WANTED

Part Time Jobs Available Now.
Cleaning Homes with Other Students. \$2.45/hr.
HOME CARE SERVICES
693-7844 693-1088 413

HELP WANTED

3-C Barbecue #3 now hiring for all positions including bartender. Apply in person between 2-4 p.m. Culpepper Shopping Center. 14117

HELP WANTED

Part-time and full-time work available. Hours easily arranged to suit schedule. Excellent wages. Apply in person to Pepe's Mexican Food, 107 Dominik, College Station. 14615

HELP WANTED

The Houston Chronicle needs 2 carriers for routes which will begin when classes resume. Applicants must have weekday afternoons free from 1-5 p.m. and weekend mornings. Income from \$300-450 a month. Call Julian McMurrey, 693-2323 or 846-0763. 1381th

HELP WANTED

THE WOMEN'S FIELD HOCKEY CLUB at A&M needs rated officials to umpire games. If you're qualified, please call Sara Morse at 845-6754. 14516

HELP WANTED

Drive-in grocery checker. Approximately 15 hrs. weekly. 846-4141. 41E

HELP WANTED

Aerial photographer. Part-time. Must be experienced in operation or maintenance of aerial cameras. Remote Sensing Center. Call Bob Benton. 845-5422. 414

HELP WANTED

MR. GATTI'S the best pizza in town . . . honest!
Mr. Gatti's is presently accepting applications for part time help. Starting immediately. Above minimum wage, 8-20 hours a week. Apply in person between 2-7 p.m. 14410

HELP WANTED

So says the VA . . . BOOMER by CASSON/BROWN
AS AN ELIGIBLE VETERAN I CAN TAKE EDUCATIONAL TRAINING UNDER THE GI BILL
Contact nearest VA office (check your phone book) or a local veterans group.

HELP WANTED

REGISTERED NURSES FULL-TIME PSYCHIATRY 23 bed Psychiatric Inpatient Unit has positions available. Experience not required. Contact Director Hospital Services, 822-7326, Ext. 33, 9 AM to 5 PM. Bluebonnet Psychiatric Center 14519

HELP WANTED

The C&S Transit Co. Restaurant is accepting applications for the following positions:
— Pizza Makers
— General Help
Excellent wages Part-time & full time needed. Call 693-7623 or apply in person at 815 Hwy 30 (next to Sausalito Apts.) 2120

HELP WANTED

Full time pharmacy technician position available at Bryan Hospital. No night or weekend work. Benefits include six days paid holidays, paid vacation and other fringe benefits. Contact Sharon Robinson. 822-1347 216

HELP WANTED

Full and part-time help needed for day and night shift. Hours can be arranged to fit your schedule. Apply in person, 413 Texas Ave. College Station. 145124

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