Page 4 THE BATTALION

# **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 ac-tivities and sports, dates of attendance, de-grees and awards received, and the most recent previous educational agency or in-stitution 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 Regis-trar's Office, no later than 5 p.m., Tuesday Sep-tember 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 Edu-cational Rights and Privacy Act of 1974," Texas A&M University has adopted policies and proce-dures publicly periodically. These policies and pro-cedures are intended to implement the requirements of this Act and to clarify these requirements for all members of the University student body, faculty, pro-fessional staff, parents and other interested parties. Any person desiring further clarification of this policy statement may request same from Mr. Robert A. Lacey, Registrar.

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

Type of Records Academic and ad-Position Registrar Billy G. Lay George W. Kunze Director of Admission Dean of the Graduate College Arthur L. Tollefson John J. Koldus, III Chief of the U Police R. Clark Diebel obert M. Logan Ronald E. Sasso James R. Woodall Emory Bellard Commandant Alhietic Director Manager of Payroll ouis J. Van Pelt Director of the Placement Office Provost of Moody Colle Dean of the College of Agriculture Dean of the College Architecture & En-vironmental Desig Dean of the College of Frank W. R. Hubert Dean of the College of Engineering Fred J. Benson Eart F. Cook of the College of W. David Maxwell an of the College of Liberal Arts James A. Knight Dean of the College of Medicine John B. Beckham Dean of the College of Science George C. Shelton Dean of the College of Veterinary Medicine Heads of the Acade.

The seventy-two Heads or the Academic Subern records or Department Heads Departments seventy-two a Milton C. Sandel Foreign Student Foreign student pr Advisor sonnel records II. Student Access to Education Records

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 re-view, with the exception of those records pro-hibited by the Act (see Section III).
A. Students have the right to obtain copies of
records relating to themselves at the ex-pense 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 re-sponse is not in violation of this Act.

sponse 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 valvers may be obtained from the Director of Placement. Consent to release personality

#### **OFFICIAL NOTICE**

5. Organizations like Educational Testing Service and College Entrance Examina-tion Board in connection with developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, but such or-ganizations 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 re-quirements.

G. Accrediting organizations

- H. Parents who certify a student is carried as a dependent for federal income tax pur-poses. This certification must be ascer-tained by the University office concerned. (It would include such items as grades, transcripts, financial aid and probation reports.)
- Appropriate persons, if the knowledge of such information is necessary to protect the health or safety of the student or other

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

# V. Student Rights to Challenge Records Students have the right to a hearing to chal-lenge records and information directly relating to them. The challenge is restricted to inaccu-rate, misleading, or otherwise inappropriate records and information. The following proce-dures shall be followed:

A. Any student wishing to challenge records or information directly relating to him must notify the individual responsible for main-taining the record of the wish to challenge. The notice must be in writing and specifi-cally identify the item challenged and the basis for the challenge. This written re-quest must be filed in duplicate with the custodian of the challenged record.

All initial hearings will be informal and par-ticipants will be the custodian of the chal-lenged records or information, the student and the author (if appropriate) of the mate-

C. If any of the participants (record custo-dian, 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.
- 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 of-ficial or party will be made by the Vice President to whom the record custo-dian reports.
- dian 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 student respecting the content of the student respecting the content of the challenged record.
  The denine a must be record a mist.
- 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
- VI. Release of "Student Director Information"
- Helease of "Student Director Information" Information on students, such as date and place of birth, participation in officially recog-nized activities and sports, weight and height of members of athletic teams, dates of atter-dance, 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 re-leased 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 Uni-versity Directory is one type of periodical containing data classified as "student directory 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.

**DIRECTORY REFUND POLICY** DIRECTORY FEES are refundable in full dur-ing the semester in which payment is made. Thereafter no refunds will be made on cancel-led orders. Directories must be picked up dur-ing the academic year in which they are pub-lished.

SPECIAL NOTICE

ACCIELAND REFUND POLICY "Yearbook fees are refundable in full during the semester in which payment is made. Thereafter no refunds will be made on cancel-led orders. Yearbooks must be picked up dur-ing the academic year in which they are pub-tabed

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

This policy took effect on October 22, 1976.

THE GRADUATE COLLEGE Final Examination for the Doctoral Degree Name: Parker, Larry Gordon Degree: Ph.D. in Adult and Extension Educa-

Dissertation: A MATHEMATICAL PRO-GRAMMING MODEL TO RECOG-NIZE CONFLICT IN ADULT EDUCA-TION PROGRAM SELECTION.

Time: 9:00 A.M. on September 9, 1977 Place: 715 Harrington G. W. Kunze Dean of the Graduate College

THE CRADUATE COLLEGE THA CRADUATE COLLEGE Final Examination for the Doctoral Degree Name: Shimamoto, Toshihiko Degree: Ph.D. in Geology Dissertation: EFFECTS OF FAULT COUCE ON THE FRICTIONAL PROPERTIES OF ROCKS: AN EXPERIMENTAL STUDY.

Time: 2:00 P.M. on September 14, 1977 Place: 28 Geosciences Bldg. G. W. Kunze Dean of the Graduate College

THE GRADUATE COLLEGE Final Examination for the Doctoral Degree Name: Ward, Barbara Taylor

Degree: Ph.D. in English Dissertation: LEADERSHIP AND LAN-GUAGE: RHETOR-LINGUISTICS FOR

MANAGER-LEADER DEVELOP MENT

MENT. Time: 10:00 A.M. on September 20, 1977 Place: English Library, Harrington G. W. Kunze Dean of the Graduate College

PERSONALS

Happy Birthday Renai, TSTM Baker.

SERVICES



CARPETS Very Good Room Size SHAGS — PLUSH — HI-LO'S From \$15 to \$45 Cash Only No Checks Call 291-2047

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HELP WANTED

WANTED

School Bus Drivers For Bryan Schools. 3½ to 4½ hours per day for 77-78 school year. \$3.00 per hour — starting pay. Apply NOW for immediate training. Call 779-3220 for more information.

Full time and part time. Must have

knowledge of photography. Sales experience preferred. Contact Jerry

Meier at Campus Photo Center. 401

University Drive. Applications taken

The C&S Transit Co. Restaurant is

accepting applications for a full time

we will train the right person. Call

CHES.

145t24

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2t20

bartender. Experience not required

693-7623 or apply in person at 815 Hwy 30 (next to Sausalito Apts.) 2120

Pizza Inn

The C&S Transit Co.

Restaurant is accepting

applications for the fol-

lowing positions:

Pizza Makers

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in person only

Floor guard to work weekends in Pooh's Park Skating Rink. 693-5737. . 7t5 Hunters, Fishermen to fill leases. Call 822-9969, 693-1598, 77-3530. Leave name phone #. 7t Dennys Restaurant is now accepting applications for **ROOMMATE WANTED** evening and night shifts for waitresses and dishwashers. Nice furnished bedroom. Cheap. Walking dis-tance to campus. 846-0119 after 6 p.m. 815 Come by anytime. Male roommate wanted to share 14 x 75 mobile home in Bryan. Private bedroom. No Smoking! Call Scott Cooke. 779-4813. 9t2

#### Place Country Apts \$175.00/month plus electricity phone Gayle at 846-3996 or Janet at 693-8292. Unfurnished. Will share expenses.

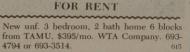
WORK WANTED Full time typing. Symbols. Call 823-

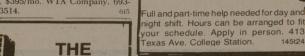
WANTED FEMALE ROOMMATE

Typing. 846-3491. PROFESSIONAL TYPING SERVICES. Lo cated 707 University Drive. Hours 9-5, Monday through Friday. Phone 846-9109.3t20 136t84

Typing. Experienced, fast, accurate. All kinds. 822-0544.

XXI





LA SALLE The Houston Chronicle needs 2 carriers for routes which will begin when classes resume. Applicants must have weekday af-Attention Co-op Stuternoons free from 1-5 p.m. and dents. A quiet, dignified weekend mornings. Income from \$300-450 a month. Call Julian McMurrey, 693-2323 or 846-

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place to live & study.

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**HELP WANTED Excellent** wages Desperate: Yard work needed on eight rental properties. Will discuss money. Please call 693-3707. 915 Part-time & full time needed. Call 693-7623 or apply

Need experienced stereo salesman. Full time Call World of Electronics. 846-8763. 74 in person at 815 Hwy 30 Bartender — Edgewood Country Club, Navasota. 4-10 p.m. Tues. — Sat. No experi-ence necessary. 825-7288, Navasota. 517 (next to Sausalito Apts.)

### **FULL OR PART TIME HOUSEWIVES OR STUDENTS**

Help wanted, both day or night shift and weekends. Housewives work while children are in school. Students nights 5 p.m. - 10 p.m. & weekends.

### **COUNTER AND CASHIER WORK** \$2.60/hour

APPLY IN PERSON ONLY

# 1977 Aggielands arrive in October Aggieland Editor Norrine Harris ary considerably below the

posed one.

ected.

A motion was made by

redondo to eliminate s

yearbook section editor redondo said the work of the editors could be done as eff

by volunteers. The motion

establish a policy not to sells the Aggieland to unrecogniz

dent organizations, but it jected by a 4 to 3 vote. H Harris said her policy t would be to not accept

Robert Harvey made a mo

reported during Monday's Student ublications Board meeting that the 1977 Aggieland yearbooks are expected to arrive around the first of October

The Aggieland staff is working toward having the 1978 yearbook arrive next September, Harris said. The theme of the 1978 Aggieland will be "30,000 Faces" and the staff will operate on a budget of about \$2000 less than the 1977 yearbook,

Harris said. The budget for the new Aggieland was approved at the meeting after it was amended to set the editor's sal-





**.OVED ME**'

7:15 & 9:35

F Scott Fitzgerakis

The

Last Tycoon

A Romance

University Press Reception, 4 Rudder Center Exhibit Hall Brazos County People's Festial national students urged to atted p.m., 507 E. 35th St. Bryan Aggie Cinema, Hitchock Festia p.m., Rudder Theater A&M Missilemen, 7:30 p.m., 5

Caldwell Jaycees, dance, a downtown Caldwell Austin Hometown Club, 8 pm.

campus

activities

Tuesday

Wednesday

Last day to drop courses with m Omega Phi Alpha, 6:30 p.m.,

Thursday MSC Great Issues, Dr. Larry

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 administra-tive personnel records and educational personnel records pertaining thereto in the sole possession of the author and not re-vealed to any person other than a substi-tute (i.e., grade books, notes of observa-tion 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.
- Records and information on a student. 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 ap-propriate professional of the student's choice.
- E. Financial records of the parents of a stu-dent and any information contained
- Authorized Non-Student Access to Student Records Under the following circum-stances and to the following people, educa-tional records (or personally identifiable infor-mation within a record) may be released with-out 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 "or seeks" to erroll, provided the student is notified of what is being released and given a copy if
- Authorized representatives of the Comp-troller General of the United States; the Secretary of Health, Education and Wel-fare; 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.

ALLEN

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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 periodi-cally 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.

and/or reduta law. Basic scholastic records are kept permanently in the Registrar's Office. Beyond these, the various departments and offices may deter-mine 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 state-ments are used for purposes for which they were specifically intended.

#### IX. Former Students

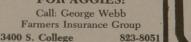
These procedures apply to all persons for-merly enrolled at Texas A&M University as well as to those currently enrolled.

SPECIAL NOTICE



Center, Room 217, Memorial Student Center, from 8:00 to 4:00, Monday thru Friday. 7th

> AUTO INSURANCE FOR AGGIES: Call: George Webb





144t10



Are you a student with a family who is experiencing problems in locating a suitable apartment to lease? If so, please stop by our leasing office and we will attempt to meet your needs.



Furnished & Unfurnished Efficiency 1, 2 & 3 Bedroom Apartments **All Utilities Included No Escalation Clause or Fuel Adjustment Charge Two Swimming Pools** 

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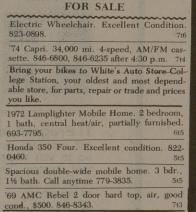
Health Spas, including Saunas for Men & Women

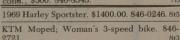
**Three Laundry Rooms** 

Rental office open Monday through Friday 9-6, Saturday 10-5, Sunday 2-5

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





1976 Chevy ½ ton pickup, still in warranty, air, radio, carpet, take up payments, 822-5147 after 5. 5t5

Must sell 1976 Broadmore Mobile Home 14 x 80, 3 bdr., 2 bth, \$12,600, Now on 1 acre tract six miles south of TAMU campus. Will consider selling or leasing land. 693-3229 or 1-668-3568.

