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Professional staff members in the Personal Counseling Service are offering a variety of special topic groups to A&M students. Limited in size, group sessions meet weekly and last from four to twelve weeks, depending on the nature of the group.

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## The Battalion Classified

OFFICIAL NOTICE

OFFICIAL NOTICE TO TEXAS A&M UNIVERSITY STUDENTS

In the past, certain information has been made pub-lic 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

January, 1975

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 in those records.

| Name                            | Position  | Type of Records                                   |
|---------------------------------|---|---|
| Robert A. Lacey                 | Registrar   | Academic and ad-<br>missions records              |
| Billy G. Lay<br>George W. Kunze | Director of Admissions<br>Dean of the Graduate<br>College |   |
| Arthur L. Tollefson             | Director of Academic<br>Counseling Center                 | Academic counsel                                  |
| John J. Koldus. III             | Vice President for<br>Student Services                    | Disciplinary and -<br>personal counsel<br>records |
| O. L. Luther                    | Chief of the University<br>Police                         | Campus security records                           |
| R. Clark Diebel                 | Controller of Accounts                                    | Financial obligatory records                      |
| Robert M. Logan                 | Director of Student<br>Financial Aid                      | Financial aid record                              |
| Claude B. Goswick               | Director of the University Health Center                  | Medical records                                   |
| Ronald E. Sasse                 | Housing Manager   | Address and housing records                       |
| James R. Woodall                | Commandant  | ROTC records                                      |
| Emory Bellard                   | Athletic Director   | Student athlete records                           |
| William B, Lancaster            | Manager of Payroll<br>Services                            | Personnel records of employed studen              |
| Louis J. Van Pelt               | Director of the<br>Placement Office                       | Job placement records                             |
| William H. Clayton              | Provost of Moody Colleg                                   | 10  |
| H. O. Kunkel                    | Dean of the College of<br>Agriculture                     | Student records of t                              |

George C. Shelton Dean of the College of Veterinary Medicine

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).

ted by the Act (see Section III).
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.

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 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.

Records Not Accessible to Students

III. Records Not Accessible to Students

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).

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

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OFFICIAL NOTICE

law enforcement officials of the same jurisdiction. Employment records of a University employee who is not 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 appropriate professional of the student's choice.

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."

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

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.

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. Parents 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.)

such information is necessary to protect the health or safety of the student or other

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

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:

dures 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.

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:

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 the official or party will be made by the Vice President to whom the record custodian 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 record a written explanation of the student respecting the content of the challenged record.

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").

AUTO INSURANCE FOR AGGIES:

Call: George Webb Farmers Insurance Group 3400 S. College

OFFICIAL NOTICE

A publication known as the Texas A&M University 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.

Inat part or all or the data be withnedo. 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.

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. 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.

Ing, 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. 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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**ATTENTION DECEMBER GRADUATES** 

You may begin ordering your Graduation Announcements September 5th thru September 30th in the Student Finance Center, Room 217, Memorial Student Center, from 8:00 to 4:00, Monday thru Friday. 7t16

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.

AGGIELAND 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 during the academic year in which they are pub-

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

This policy took effect on October 22, 1976.

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Typing. Experienced, fast, accurate. Allikinds. 822-0544. LOST

between Teague and Zachry 9-13-77. Call \$10 reward for 6-piece gold puzzle ring lost at Spin 'N Car Wash last Sunday 9-11-77 around 4 P.M. Please call 693-8462.

Lost - TI Calculator on shuttlebus. Call

LOST-REWARD Young black male cat, five to six months old. White spot on chest. Lost in campus area Saturday Sept. 10. Please call 693-2806

LOST: Lady's watch, in vicinity of Administration-Oceanography-Animal Science Buildings. Sentimental value. Reward. Call 693-6041 or 779-7000. 11t3

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Bottle Collectors come by table #7 a Townshire Shopping Center flea-market Saturday. Hundreds of bottles priced to

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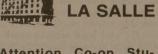
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The C&S Transit Co. Restaurant is accepting applications for a full time bartender. Experience not required - we will train the right person. Cal 693-7623 or apply in person at 815 Hwy 30 (next to Sausalito Apts.) 2/20

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Bartender Barback Doorman Discjockey Please contact Phil Chandler at

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