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SPECIAL NOTICE

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HELP WANTED

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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, sex, race, ethnicity, 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, 1978.

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

TEXAS A&M UNIVERSITY STUDENT RECORDS POLICY

August, 1978

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 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 administrative records
Billy G. Lay	Director of Admissions	
George W. Kunze	Dean of the Graduate College	
Arthur L. Tolleson	Director of Academic Counseling Center	
John K. Kodus, III	Vice President for Student Services	
Thomas R. Parsons	Director of Security and Traffic Control	Academic counseling and testing records
R. Clark Diebel	Director of Accounts	Disciplinary and personal counseling records
Robert M. Logan	Director of Student Financial Aid	Campus security records
Claude B. Goswick	Director of the University Health Center	Financial aid records
Ronald E. Sasse	Assistant Director of Athletics	Medical records
James R. Woodall	Athletic Director	Admission and housing records
Emory Bellard	Manager of Payroll Services	ROTC records
William B. Lancaster	Director of the College of Agriculture	Student athlete records
Louis J. Van Pelt	Director of the College of Education	Personnel records of employed students
William H. Clayton	President, Moody College	Job placement records
H. O. Kunkel	Dean of the College of Environmental Design	Student records of the eleven colleges
Raymond D. Reed	Dean of the College of Business Administration	
Clinton A. Phillips	Acting Dean of the College of Business Administration	
Frank W. R. Hubert	Dean of the College of Engineering	
Richard E. Thomas	Acting Dean of the College of Geosciences	
Earl F. Cook	Dean of the College of Geosciences	
W. David Maxwell	Dean of the College of Medicine	
Robert S. Stone	Dean of the College of Medicine	
Thomas T. Sugihara	Dean of the College of Science	
George C. Shelton	Dean of the College of Sciences	
The Academic Department Heads	Heads of the Academic Departments	
Milton C. Sandel	International Student Advisor	Student records of the eleven colleges
Carolyn M. Adair	Director of Students Activities	

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. A student may request 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, the names of admissions, job placement and records 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, grade point average, 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 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.

F. 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 "or seeks" to enroll, provided the student is notified of what is being released and given a copy if desired.

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, assessing 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. 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 could 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 is notified by the University of all such orders and subpoenas in advance of compliance.

K. Student Right 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 writing and specifically identify the item challenged and the basis for the challenge. The 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 established by the Board of Regents.

1. 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 reported.

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 reported.

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 will be conducted in private, orally 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.

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.

V. Release of "Student Directory" Information

Information on students, such as date and place of birth, sex, race, ethnicity, date of graduation, degree 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 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.

Periodically the Registrar will publish official notice of the above publication so that students wishing to do so can make a request known to the Registrar. Postgraduates in the Doctorate 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 or federal law.

Basic scholastic records are kept permanently by 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, this student does not have the right to inspect and review 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.

X. Former Students

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

To Edna who drives a black Trans-AM (or anyone who knows her) — I need to talk to you in reference to my accident Aug. 30. Call PLEASE! Sheryl 693-7261, 846-7785. (Orange Camaro) 315

PREGNANCY TESTING

Counselling on all alternatives and birth control methods. Women's Referral Center 3910 Old College Road. 846-8437. 319

LOST

Lost dark gray Persian cat. Holloman and Anderson area. 693-9728. 533

WANTED

We buy old gold and diamonds. Carl Bussell's Diamond Room 846-4708. 2110

Typing. Symbols. Notary Public. 823-7223. 1841fn

Need to buy Arkansas-Texas A&M football Tickets. Will buy any tickets up to 15. Home 846-0088, office 845-2241. 19210

1965-1970 Volkswagen. 822-9090. 415

WANTED

Babysitter for the noon aerobics program. Location - G.R. White, time - 12:00-1:00. For information please call 845-6841 and ask for Debbie Abbot or come by room 219, G.R. White Col. 15

SERVICES

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FOR RENT

Furnished apartment. Male only. Good for two, \$100/mo. Call 846-5132. 18810

Horse pasture and stalls. 693-0909. 18826

FURNISHED BEDROOM FOR RENT

Upstairs apt. with three other "Maggies." 5 min. from campus, private phone, cable etc. \$87.50 per mo. Small percentage of U. Call 846-5694, or 846-3824 after 5:00. 414

NEW EFFICIENCIES

\$140 month. One bedroom from \$175 month. All bills paid except electricity. No pets. Villa West Apartments, south of Villa Maria, Lorraine Peterson, manager. 822-7772. 1811fn

DUPLEX

2 bedroom, 1 bath duplex for rent. Located on wooded lot. \$260/mo. Jacob Beal Realty, 822-4518. 19218

HELP WANTED

Part time help wanted. Call 846-3411. Grapevine Personality. 11th

5 FULL TIME 8 PART TIME

Drivers needed to deliver. Must have own car. Good salary. Flexible hours. Apply in person only. Charello's Pizza 301 Patricia St., Northgate 1110. 18810

WANTED

Part time help wanted. Call 846-3411. Grapevine Personality. 11th

NOW HIRING

Texas Hall