THE BATTALION WEDNESDAY, JANUARY 17, 1979 Page 4

SPECIAL NOTICE

## The Battalion Classified

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. WELCOME BACK AGGIES **PRECISION PHOTO MAPPING WORK** Come To The 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 mate-Engineering experience de-**University Student Supper** For employment information at sired. Must be able to do Texas A&M University dial 845-4444 clean accurate line-work in 24 hours a day. Equal Employment A&M Presbyterian Church C. If any of the participants (record custodiar student or author) are not satisfied with th results of the informal hearing, a forma hearing will be conducted under the pro-cedures adopted and published below: ink on Mylar. 20 hours per Opportunity through Affirmative Acschool week minimum. Oppor-Today, 6:15 p.m. Texas A&M University tunities for graduate re-Fellowship Hall search. Remote Sensing The hearing will be conducted and the results decided within a reasonable period of time (seven business days) following the request for the hearing. FOR RENT On the corner of Church & Boyett Bryan Center, 325 Teague. 845-**1101 Texas** For All Undergraduates 5422, ext. 35, Mr. Snell. 75t5 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 renorts. TRIANGLE ............................. TERRACE APTS. Carrier needed for morning student route near campus 3900 Old College Road Excellent income for part-time job. 822-4964 CALL 696-8032 or 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 in-822-4351 **ALL BILLS PAID** \*Large one bdrm., unfurn. Shuttle bus route the educational records in order to in-sure that they are not inaccurate, mis-leading, or otherwise in violation of the privacy or other rights of students. The hearing also provides an opportunity for correction or deletion of any inaccu-rate, misleading, or otherwise inappro-priate 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 writ-\*No pets Part and Full Time Employment Available. \*\$220/mo. 76t3 Kitchen, Counter, and Delivery Good working conditions Apply in Person Sublease large 2-bd. 1 bath duplex located at 1613 Southwest Park-MAMA'S PIZZA TEXAS way. All modern conveniences The decision must be rendered in writ-ing to all interested parties within a rea-sonable period of time (seven business days) after the conclusion of the hearspace for washer and dryer, pets ok. Deposit \$100, rent \$220 plus Help Wanted. 11-2 Tuesday-Friday, some evening work. 846-0720. 74t electricity. CALL 846-4961 VI. Release of "Student Directory Informat

READY, GET SET, GO ORDER YOUR **GRADUATION ANNOUNCEMENTS** January 2, 1978 - February 16, 1978 **MSC STUDENT FINANCE CENTER** Room 217 - MSC 8:00 AM - 4:00 PM

THE GRADUATE COLLEGE **Final Examination For The Doctoral Degree** 

Name: Yoon, Chang June
 Degree: Ph.D. in Electrical Engineering
 Dissertation: MODELLING AND SYSTEM
 IDENTIFICATION FOR THE IN-PHASE/QUADRATURE PROCESS
 Time: 3-5 p.m. on January 22, 1979
 Place: Zachry Engr. Center, Room 214A
 G. W. Kunze

G. W. Kunze Dean of the Graduate College

THE GRADUATE COLLEGE Final Examination For The Doctoral Degree

Name: Glueck, James Andrew Degree: Ph.D. in Food Science and Technol-

Dissertation: IDENTIFICATION AND CHARACTERIZATION OF SORGHUM BICOLOR (L.) MOENCH LINES WITH RESISTANCE TO PREHARVEST GRAIN DETERIORATION

Time: 1:30 p.m. Place: Soil & Crop Sciences

G. W. Kunze Dean of the Graduate College

THE GRADUATE COLLEGE Final Examination For The Doctoral Degree Name: Chen, Chyi-Cheng

Name: Chen, Chyl-Cheng Degree: Ph.D. in Forestry Dissertation: CHEMOGENETIC STUDY OF PHENOLIC COMPOUNDS EX-TRACTED FROM LOBLOLLY PINE (PINUS TAEDA L.) NEEDLES

Time: 1:30 p.m. on January 29, 1979 Place: Forestry Bldg., Room 107 G. W. Kunze Dean of the Graduate College

OFFICIAL NOTICE TO TEXAS A&M UNIVERSITY STUDENTS

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

SPECIAL NOTICE

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 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

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. The Act provides that a student may waive his right of access to confidential letters of recommendation in the areas of admis-sions, job placement and receipt of awards. Students seeking employment through the University Placement Office may have signed such a waiver. Informa-tion 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. cords Not Accessible to Students ords 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



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. 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

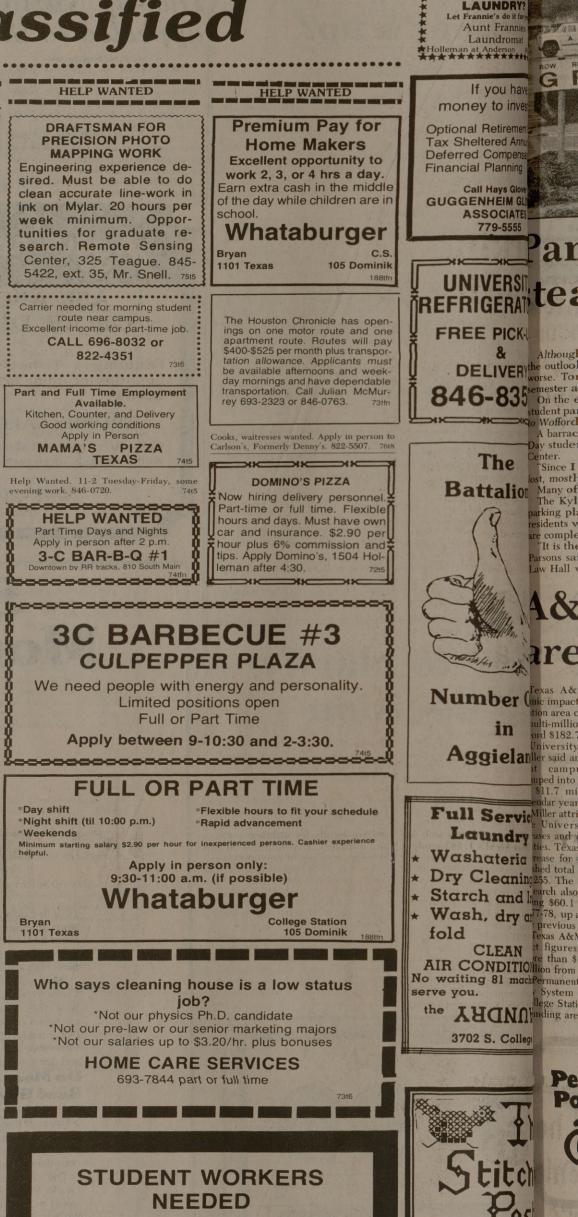
VII. Destruction of Records

records within existing law Letters of Recommendation A. Students have the right to review confiden-tial recommendations used in applications for employment or for admission to any educational agency or institution, or infor-mation concerning honors awarded, ex-cept when the student waives, in writing, the privileges of examination.

The privileges of examination. Under the Family Educational Rights and Privacy Act of 1974, the student does no have access to confidential letters and statements of recommendation which were placed in the education records prio to January 1, 1975, if the letters or state ments are used for purposes for which they were specifically intended they were specifically intended.

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





HATE DOIN

Onder the Pamily Educational Highs and Privacy Act of 1974," the following directory information may be made public unless the student desires to with-hold 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 August, 1978

August, 1978 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 these scored. those records.

Name	Position	Type of Records
Robert A Lacey	Registrar	Academic and ad missions record
Billy G. Lay George W. Kunze	Director of Admissions Dean of the Graduate College	
Arthur L. Tollefson	Director of Academic Counseling Center	Academic counse and testing reco
John J. Koldus, III	Vice President for Student Services	Disciplinary and personal counse records
Thomas R. Parsons	Director of Security and Traffic	Campus security records
R. Clark Diebel	Controller of Accounts	Financial obligator records
Robert M. Logan	Director of Student Financial Aid	Financial aid reco
Claude B. Goswick	Director of the Univ- versity Health Center	Medical records
Ronald E. Sasse	Assistant Director of Student Affairs	Address and hous records
James R. Woodall	Commandant	ROTC records
Emory Bellard	Athletic Director	Student athlete records
William B. Lancaster	Manager of Payroll Services	Personnel records employed stude
Louis J. Van Pelt	Director of the Placement Office	Job placement records
William H. Clayton	President, Moody College	
H. O. Kunkel	Dean of the College of Agriculture	Student records of eleven colleges
Raymond D. Reed	Dean of the College of Architecture & En- vironmental Design	
Clinton A. Phillips	Acting Dean of the College of Business Administration	
Frank W. R. Hubert	Dean of the College of	
	Education	
Richard E. Thomas	Acting Dean of the College of Engineering	
Earl F. Cook	Dean of the College of Geosciences	
W David Maxwell	Dean of the College of Liberal Arts	
Robert S. Stone	Dean of the College of Medicine	
Thomas T Sugihara	Dean of the Catagorie	
George C. Shelton	Dean of the College of Veterinary Medicine	

- 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 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:

- 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
- Authorized representatives of the Com-ptroller 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. 1974) require information to be reported. 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 re-cented.) ports.)

Appropriate persons, if the knowledge of such information is necessary to 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 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.

WEIGHT WATCHERS wishes you a skinny New Year and can show you how reducing can be fun. January offers a complimentary recipe book upon joining. College Station club meets Thursdays, 5:15, Lutheran Student Center, 315 N. College Main. For further information call 822-7303.

PREGNANCY TESTING Counselling on all alternatives and birth control methods Women's Referral Center, 3910 Old College Road. 846-8437 SERVICES Professional Typing Services. 846-9109. 73t51 Hunter's Creek Stable. Finest stabling in Brazos Valley. Boarding and teaching. 693-6482 or 846-0851. 74t20 WANTED

Typing. Symbols. Notary Public. 823-7723.

Typing. Experienced, fast, accurate. All kinds. 822-0544. 37tf-

Typing. Reasonable. 693-8071.

ness, demographic analysis, & geology desires part time employment as a technical writer. Dennis Fortassain, 846-2038. P. O. Box 1844, College Station, TX 77840. 7415 ROOMMATE WANTED Roommate wanted: Female to share two bedroom 1 ½ bath furnished apt. on bus route.\$98 plus electric. Call 693-7110.7613 3 Bedroom house, \$70/mo. & 1/3 utilities

822-5438 after 5. Call between 3 p.m. and 9 p.m. 822-2136.73t5

-----LOST Lost. One year old Irish Setter female. 696-3218, 693-9984. Reward! 76t5

Lost. Orange tabby cat near Tiger Field. 696-

1478. CHILD CARE

Child care in home. 779-2773.



Technics SA-5560 receiver, 85w/channel \$250. 693-7347. 74t:

Handgun. S&W28, trundle bed. 693

'72 Fairmont mobile home. 14x50,

part. furnished, set up, skirted, cent-

9271.

## WANTED Dependable, Self-Motivated Students **Full or Part Time Team Cleaning Homes** \$3.10 - \$3.30/hr.

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 School Bus Drivers for Bryan Public Schools.

 Do you need part-time work now?

Apply now for immediate training.

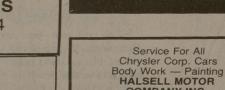
• \$3.25 per hour starting salary.

Car pools available. BC/BS Medical Insurance available at group rates.

3¾ hrs. per day guaranteed if available 6:45 to 8:30 A.M. and 2:30 to 4:30 P.M. (Some routes. longer). Call 779-3220

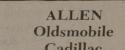


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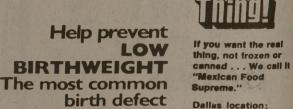
2401 Texas Ave. 823-8002



CONTACT KAREN ZANTOW, 845-1631. MSC GRAPHICS ARTS LAB - OFFSET AND SILKSCREEN EXPERIENCE. CONTACT DONNA NORTON, 845-1515.

**AUTO INSURANCE** 

FOR AGGIES: Call: George Webb **Farmers Insurance Group** 3400 S. College 823-8051



(D) MARCH

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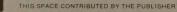
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Graduate student in landscape architec-ture who has academic training in busi-