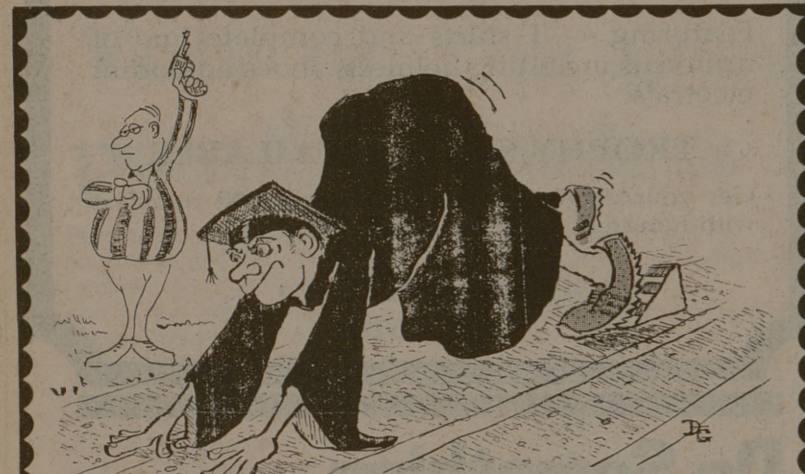


The Battalion Classified

SPECIAL NOTICE

SPECIAL NOTICE



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

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

To comply with the requirements of the "Family Educational Rights and Privacy Act of 1974," Texas A&M University has adopted policies and procedures which 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.

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 admissions records
Billy G. Lay	Director of Admissions	Admissions records
George W. Kunze	Dean of the Graduate College	Graduate records
Arthur L. Tolson	Director of Academic Counseling Center	Academic counseling and testing records
John J. Koles	Vice President for Student Services	Disciplinary and personal counseling records
Thomas R. Parsons	Director of Security and Traffic	Campus security records
R. Clark Deuel	Comptroller of Accounts	Financial obligations records
Robert M. Logan	Director of Student Financial Aid	Financial aid records
Claude B. Goswick	Director of the University Health Center	Medical records
Robert E. Sasse	Assistant Director of Student Affairs	Address and housing records
James R. Woodall	Commandant	ROTC records
Emory Bellard	Athletic Director	Student athletic records
William B. Lancaster	Manager of Payroll Services	Personnel records of employed students
Louis J. Van Pelt	Director of the Placement Office	Job placement records
William H. Clayton	President of Student Body	Student records of the student body
H. O. Kunkel	Dean of the College of Agriculture	Student records of the college
Raymond D. Reed	Dean of the College of Architecture and Environmental Design	Student records of the college
Clinton A. Phillips	Acting Dean of the College of Business Administration	Student records of the college
Frank W. R. Hubert	Dean of the College of Education	Student records of the college
Richard E. Thomas	Acting Dean of the College of Engineering	Student records of the college
Earl F. Cook	Dean of the College of Geosciences	Student records of the college
W. David Maxwell	Dean of the College of Liberal Arts	Student records of the college
Robert S. Stone	Dean of the College of Medicine	Student records of the college
Thomas T. Sughara	Dean of the College of Science	Student records of the college
George C. Shelton	Dean of the College of Veterinary Medicine	Student records of the college

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. 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.

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 "or seeks" 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.
- 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.
- 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.)
- Appropriate persons, if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
- 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.

IV. 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 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.
- 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.

V. Release of "Student Directory 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 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 notices 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

SPECIAL NOTICE

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.

Lose weight, be healthy with Slender Now. Guaranteed. We deliver. 693-7431. 7819

PREGNANCY TESTING
Counseling on all alternatives and birth control methods. Women's Referral Center. 3910 Old College Road. 846-8437. 3819f

GARAGE SALE

ESTATE SALE
500 Ayshire St. Fri., Sat., Sun. Divan, dining room, bedroom suite, miscellaneous, kitchen items, etc. Refrigerator, old linens and clothes. 9 a.m. - 6:00 p.m. No early birds! 7811

FOR RENT

Sublease: On or before February 1st until August 18th. One bedroom apartment, all bills paid, \$200/month. Shuttle bus route, car-pool. CALL 693-0565. 7811

Large room with kitchen and other privileges suitable for couple. Also one room for single man. 693-5625. 7712

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. 1811f

Sublease large 2-bd. 1 bath duplex located at 1613 Southwest Parkway. All modern conveniences, space for washer and dryer, pets ok. Deposit \$100, rent \$220 plus electricity. CALL 846-4961. 7814

HOLIK SQUARE
One and two bedroom unfurnished. Near TAMU Campus. CALL 693-3770, 693-5807. 7815

Room near campus. \$100 per month, plus utilities. Call 696-7634. 7819
Need to sublease 2 bedroom apt. Sevilla. \$255 plus elec. Call 693-7276. 7415
Kitchenettes; bills paid; \$115/month; no pets. 822-3078. 7315

TRIANGLE TERRACE APTS.
3900 Old College Road. 822-4964
ALL BILLS PAID
*Large one bdrm., unfurn.
*Shuttle bus route
*No pets
\$220/mo. 7815

ROOMMATE WANTED

Female roommate wanted. \$110 per month plus utilities. Call 693-7264. 7714
Male roommate needed. \$95.50 & el. Have own room. Call Steve at 779-0040. 7716
Roommate wanted: Female to share two bedroom 1 1/2 bath furnished apt. on bus route. \$98 plus electric. Call 693-7110. 7813
3 Bedroom house, \$70/mo. & 1/3 utilities. 822-5438 after 5. 7813

LOST

Lost. One year old Irish Setter female. 696-3215, 693-9984. Reward! 7815

SERVICES

Professional Typing Services. 846-9109. 73151
Hunter's Creek Stable. Finest stabling in Brazos Valley. Boarding and teaching. 693-6482 or 846-0851. 74120
Service For All Chrysler Corp. Cars Body Work - Painting HALSEL MOTOR COMPANY INC. Dodge Sales and Service Since 1922 1411 Texas Ave. - 823-8111

CHILD CARE

Child care in home. 779-2773. 73134

FOR SALE

CAMPUS AUDIO
For a 20-50% discount on most makes of stereo equipment. Plus high end audio t.v., p.a. equip., etc. All equipment brand new in factory sealed cartons with full warranties. Call Jimmy Spalten at 693-5388. 78114

Books. New, used, out of print. 909 Harvey Rd., C.S. 78116
1977 Ford Supercab, \$4200. 845-4702. 7615
2-Horse trailer. 822-7295. 73116

Technics SA-5560 receiver, 85w/channel, \$250. 693-7347. 7415
Handgun. S&W28, trundle bed. 693-9271. 7415
Four 735-14 tires. Rick 845-1897. 7717

Yamaha FG150 guitar and case \$100, Smith Corona electrical typewriter \$115. 779-1433. 7712
"Watercrest" waterbed, queen size, includes frame and filler, \$30. 846-4131. 7812
Matador station wagon, 1973, clean, air, \$600. Days 845-5932. 7815

Tiny "Tazmanian Devil", alias black Toy Poodle will guard your apt. Precious beyond description. Female, 3 1/2 months, shots, wormed, yard trained. Call 779-0164. 7811

1975-400cc Kawasaki motorcycle. Excellent condition! Has new chain, sprocket, header, seat & paint job. 6,500 miles. Asking \$700. Call 823-2309 after 5:00 p.m. 7815

FOUND

Found. Labrador puppy in Sundance area. Please call to identify. 693-5219. 7713

HELP WANTED

Carrier needed for morning student route near campus. Excellent income for part-time job. CALL 696-8032 or 822-4351. 7316

PERSONS to make continuous part-time restaurant reports for Nat'l Market Research Firm. References required. Proficiency Specialists, Box 20244, San Diego 92120. 7811

HELP WANTED

Part Time Days and Nights Apply in person after 2 p.m. 3-C BAR-B-Q #1 Downtown by RR tracks, 810 South Main. 7411f

HELP WANTED

Housewives or husbands who desire supplemental income by working part time in food catering. Most jobs are in the early evening for 3-4 hours. No experience necessary. Call JoAnn Canon 779-2851 for appointment. 7711f

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HELP WANTED

Cooks, waitresses wanted. Apply in person to Carlson's, Formerly Denny's. 822-5507. 7618

HELP WANTED

Wanted. 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. 3 1/4 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. 7811f

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