

**Attention May Graduates** 

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

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.

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 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-

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

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.

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:

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.

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 would include such items as grades, transcripts, financial aid and probation reports.)

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.

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 main-taining the record of the wish to challenge.

V. Student Rights to Challenge Records

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# THE BATTALION CLASSIFIED

SPECIAL NOTICE

The notice must be in writing and specifically identify the item challenged and the basis for the challenged. This written request must be filled 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 participant. 李杨《张怀华杨《张怀 李杨《张怀 华杨《张怀 李春《张怀 华春《张怀 李春《张怀 李春《张怀 李春《张怀 李春《张怀 李春《张怀 李春《张怀 李春《张 李春》

e past, certain information has been made public exas A&M University as a service to students, lies and other interested individuals.

Student's name, address, telephone listing, late 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.

ny student wishing to withhold any or all of this information should fill out, in person, the appropriate orm, available to graduate students at the Graduate college and to undergraduate students at the Registral's Office, no later than 5 p.m., Tuesday Sepember 13, 1977.

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 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.

Thomas T. Sugihara

Dean of the College of Science

George C. Shelton

Dean of the College of Veterinary Medicine

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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 decision must be rendered in writing to all interested parties within a rea-

VI. Release of "Student Directory Information Helease 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").

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.

VII. Destruction of Records

VIII. Letters of Recommendation

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.

A. Officials, faculty and staff employed by Texas A&M University, if they have a "legitimate educational interest." IX. Former Students These procedures apply to all persons formerly enrolled at Texas A&M University as well as to those currently enrolled. 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

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