

The Battalion Classifieds

OFFICIAL NOTICE

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., Friday September 21, 1979.

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. 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 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
Blay G. Lay	Director of Admissions	Admissions records
George W. Kurze	Director of Graduate College	Graduate records
Arthur L. Tolleson	Director of Academic and Learning Records	Academic counseling and learning records
John J. Kottus, III	Vice President for Student Services	Disciplinary and personal counseling records
Thomas R. Parsons	Director of Security	Campus security records
R. Clark Diebel	Controller of Accounts	Financial obligatory records
Alan P. Bommarr, Jr.	Interim Director of Student Financial Aid	Financial aid records
Claude B. Goswick	Director of the University Health Center	Medical records
Ronald E. Sasse	Assistant Director of Student Affairs	Address and housing records
James R. Woodall	Commandant	ROTC records
Marvin P. Tate	Athletic Director	Student athlete records
William B. Lancaster	Manager of Payroll Services	Personal records of employed students
Louis J. Van Pelt	Director of the Placement Office	Job placement records
William H. Clayton	President, Texas A&M University at Galveston	Records of Texas A&M University at Galveston
H. D. Kunkel	Dean of the College of Agriculture	Student records of the College of Agriculture
Raymond D. Reed	Dean of the College of Architecture	Student records of the College of Architecture
Alan W. Maise	Dean of the College of Business Administration	Student records of the College of Business Administration
Frank W. H. Hubert	Dean of the College of Education	Student records of the College of Education
Robert H. Page	Dean of the College of Engineering	Student records of the College of Engineering
Earl F. Cook	Dean of the College of Geosciences	Student records of the College of Geosciences
W. David Maxwell	Dean of the College of Liberal Arts	Student records of the College of Liberal Arts
Robert S. Stone	Dean of the College of Medicine	Student records of the College of Medicine
Thomas T. Sughara	Dean of the College of Science	Student records of the College of Science
George C. Shelton	Dean of the College of Veterinary Medicine	Student records of the College of Veterinary Medicine
The Academic Department Heads	Heads of the Academic Departments	Student records of the departments
Mona Ritz-Finne	International Student Advisor	Foreign student personnel records
Carolyn M. Adair	Director of Student Activities	Student Honors and Activities

TEXAS A&M UNIVERSITY STUDENT RECORDS POLICY Sept. 1979

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 the 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 recitation 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 are 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.

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."
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,

OFFICIAL NOTICE

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.
- 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).
- 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.

V. 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 or 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 in 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 adopted and published below:
 1. 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.
 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 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.
 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.

VI. Release of "Student Directory Information"

Information on students, such as date and place of birth, participation in officially recorded 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 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.

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

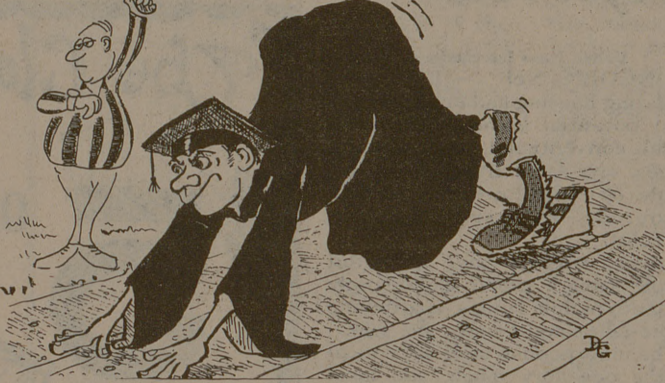
A. Students have the right to review confidential recommendations used in applications for employment or for admission to any educational agency or institution, or information concerning honors awarded, except when the student waives, in writing, the privileges of examination.
B. Under the Family Educational 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.

SPECIAL NOTICE

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Room 217. MSC 8:00 AM - 4:00 PM
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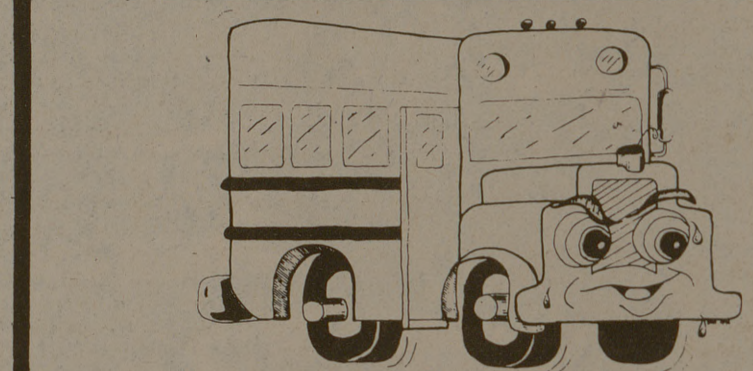
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