

Centers. The non-directory information that these offices are permitted to release includes, but is not limited to, the following:

Office of the University Registrar: admission records, cumulative academic records, Veterans' records, transfer records

Career Development Services: information necessary to gain or maintain employment (part time, work/study, co-op/internship, full time)

Student Financial Aid Office: financial aid records (scholarships, grants, etc.)

Office of the Dean of Students: disciplinary and student organization records

Office of the Dean in each of the Academic Colleges and Advising Centers: advising records

Office of Finance: business records (tuition, fees, etc.)

The appropriate official will collect and maintain records not included in the categories listed above and will make them available for inspection and review.

1. Access to Student Records by the Student
 - a. A student has the right to inspect his/her record (as defined earlier in this section) and is entitled to an explanation of any information therein.

communications between the self-service system, student and family member(s). The student may also create a passphrase known to the student and parent, but viewable by designated University staff if questions arise.

6. Disclosure to Other Educational Agencies and Organizations

Information may be released to another institution of learning, research organization, or accrediting body for legitimate educational reasons provided that any data shall be protected in a manner that will not permit the personal identification of the student by a third party. It is permissible to provide personally identifiable information to another institution to which the student intends to transfer or in which the student is dually enrolled.

7. Disclosure in Connection with Audit or Evaluation of Federal or State Supported Education Programs

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former students as well as parents about benefits offered by the vendor. These circumstances may include, but are not limited to, affinity partnerships with the Alumni Association.

This information may be made available to third-party vendors only when a formal request is made to and approved by the University Registrar, and only if the use and dissemination of such information is consistent with University policies and procedures

POLICY HISTORY

Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

<u>/s/ Humberto Portellez</u>	<u>September 25, 2018</u>
Responsible Officer	Date

Policy Review Committee (PRC) Approval to Proceed:

<u>/s/ Donna W. Meeks</u>	<u>May 22, 2018</u>
Chair, Policy Review Committee (PRC)	Date

Executive Policy Review Committee (EPRC) Approval to Proceed:

<u>/s/ Ellen Neufeldt</u>	<u>October 1, 2018</u>
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