



## POLICY

### **Student Information System**

Policy Administrator: Registrar

Authority:

Effective Date: March 25, 1975; June 16, 1976; September 21, 2009; February 16, 2011

Index Cross-References:

Policy File Number: II-91

Approved By: Board of Trustees

### POLICY:

#### A. Responsibilities.

1. Office of Student Records. This office is solely responsible for maintaining the official record of each Stockton student. They will maintain and operate the filing and correction system necessary to ensure the accuracy and completeness of each individual file.
2. Academic Affairs. Faculty members are responsible for the timely submission of grades and data related to courses and programs necessary to accurately reflect the students' academic status.
3. Students. It is a student's responsibility to check the accuracy and completeness of their records and to notify Student Records of any errors or omissions in his/her file.

#### B. Basic Elements of a Student's Record.

1. Demographic data which includes: legal name, social security number, date of birth, sex, citizenship, veteran's status, home and mailing addresses, emergency contact address, and parent or guardian's name, Z number.
2. Transcript Data which encompasses all courses attempted and grades received, total transfer credits accepted, all credit by examination units, date of graduation, degree earned.
3. Related Items. Academic materials which the student may have requested in writing be placed in his/her file.

4. Letters of Recommendation. Letters of recommendation will be placed in a student's file only if the student expresses in writing an authorization to do so. Letters are purged after graduation or inactivity.
5. Violations of Campus Conduct Code. This would include the regulations(s) violated, time and place of violation, and sanctions applied.

C. Changes.

1. All changes to a student's record and/or transcript are to be recorded in Student Records on official change forms or through secure access through Stockton portal.
2. Students are expected to submit changes concerning name, address, etc. Permanent address and name changes must be done in person.
3. Faculty members are authorized to make grade changes.
4. Student is responsible to make both demographic and general/liberal or program study changes.

D. Release of Documents.

1. Written Consent. Upon the express written consent of the student concerned, a copy of the entire record may be released to the individual, institution, or organization specified by the student, unless the student indicates that only the official transcript be released. No other portion of a student's record is released separately. Transcripts from previous institutions attended are not to be forwarded.
2. Professional Use. A student's record or portion thereof may be duplicated or reviewed by Student Records for professional use by faculty and staff.
3. Original File. The original file on each student will never be released from Student Records. Only copies, official or otherwise are sent out.

E. Confidentiality of Student Records.

1. Confidential. The confidentiality of each student's official record will be maintained to the maximum possible extent. However, information in the Student Record files may be released for the legitimate pursuits of faculty, staff, and certain other agencies as dictated by FERPA.
2. Own Record. A student may examine his or her record subject to proper identification with reasonable regulations of time, place, and supervision.

3. Faculty and Staff. Student records will be available to Stockton faculty and staff only for legitimate educational and administrative purposes.
4. Outside Officials and/or Agencies. Properly identified officials from federal, state, or local government agencies are to be furnished the following information upon request verification of date of birth on file, field of concentration and class level, date of enrollment, degree(s) earned and graduation date(s) and honors received.

Should government agents require additional information, it may be released upon written authorization from the student. If a student refuses to authorize the release of additional information, the release should be made upon court order subpoena. The university shall notify a student whose record has been demanded by court order or subpoena.

F. Release over the telephone.

1. The following information may be released in response to telephone inquiries: program and class level, date of enrollment, degree(s) earned and graduation.
2. Information will only be released to appropriate persons (outside the University) in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or any other person. These requests are forwarded to the Stockton Police Department.

Approval History:

	Date
Board of Trustees	2/16/11