

PROCEDURE DOCUMENT

Subject: Responding to Authorizations to Disclose Student Records			
Section Student Affairs	Effective Date 12/19/19	Last Reviewed	Revision Date

I. PROCEDURE(S)

- A. Students frequently authorize disclosure of their student records to prospective employers or educational institutions. Often, the request and the authorization include not just the transcript, but also disciplinary records. To ensure full disclosure in accordance with the student's authorization, University administrators must consult the appropriate offices to obtain information that responds to the request.
- B. If the University receives a request from a potential employer or potential educational institution for student records:
 - 1. The recipient of the request must ensure that the request is accompanied by an authorization signed by the student.
 - 2. If the requester has a valid authorization from the student, the recipient must ensure that all records that respond to the request are authorized by the student for release are produced and disclosed.
 - a. The registrar's office provides academic transcripts.
 - b. If disciplinary records are covered by the release and authorization, the recipient must consult with the Office of Student Integrity to determine whether any disciplinary records exist. Individual colleges or departments should not respond to a request for student disciplinary records.

II. POLICY REFERENCE

The procedures above are part of the operational implementation of the University's Student Education Records Policy, and are in compliance with that policy.

III. REVIEW AND RESPONSIBILITY

Responsible Party: Vice President for Student Affairs

Review: Every three years (or more frequently if needed)

IV. APPROVAL



James Conneely, Vice President for Student Affairs

12/13/19

Date

REVISION/REVIEW LOG

Revision Number	Approved Date	Description of Changes