

4.7 Student Records

Introduction

“Record” means any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche. At Old Dominion University, educational records or personally identifiable information contained in student records may be released or opened to inspection only to the student or to the parents/guardians of a dependent student as defined in section 152 of the Internal Revenue Code of 1954. “Educational Records” include those records that are maintained by the University and employees/agents of the University which contain educational information directly related to a student. An agent is defined as any individual who, pursuant to express or implied authorization, represents and acts for the University. “Personally identifiable information” includes, but is not limited to the student's name; the name of the student's parent or other family member; the address of the student or student's family; a personal identifier, such as the student's social security number or student number; a list of personal characteristics that would make the student's identity easily traceable: or other information that would make the student's identity easily traceable.

Presentation of Findings

The University keeps different types of student records under the supervision and control of designated custodians as indicated in Table 4.7.1

4.7/1 of 4 Adequate Student Records

Table 4.7.1
Student Records and Custodians

Type of Student Record	Designated Custodian
Student Health/Medical	Office of Health Services
Student Services	Office of Student Services
Student Disciplinary	Office of Student Services
Educational	Office of the University Registrar
Non-Academic	Office of Student Services/Counseling Center
Financial Aid	Financial Aid
Athletics	Athletic Office
Housing Records	Housing Services and Residential Life
Student ID	Card Center and Auxiliary Services

4.7/2 of 4 Security of Student Records

The University has authority to determine and maintain student records. The educational records of currently and previously enrolled students are maintained by the Registrar's Office. A separate, specifically constructed room built according to fire codes is used for the storage of paper files, all of which are backed up on microfilm, microfiche or computer files. Records of currently enrolled students are created and retained in the Banner System. All system-based records are backed up daily, weekly, monthly and annually within the Banner System and stored in fire-proof filing cabinets in the Office of Computer and Communications Services (OCCS) at the University.

4.7/3 of 4 Records Policies, Retention and Disposal

Records retention and disposal schedules for public institutions are set by the Commonwealth of Virginia (Government Data Collection and Dissemination Practices Act). The *Code of Virginia* requires each agency to obtain approval from the Library of Virginia prior to destroying any public records. Before a department destroys official

records, a Certificate of Records Disposal must be prepared by the Department and signed by the Agency Records Officer of the University. Relevant documents are available through the Library of Virginia and its web sites.

The Office of Computer and Communications Services (OCCS) maintains and retains back-up files for all active student files through the Banner System. The office performs physical and logical backup files on a daily, weekly, monthly, and annual basis. All records are retained for a period of one week, one month, and seven years according to the attached schedule and procedural document.

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**Policies on Privacy
and Confidentiality**

Copies of the University's policies regarding records access are available in the University Catalog, the Schedule of Classes booklets printed each semester, in the Registrar's office, and at the University's Web site. Upon written request, students may review their academic records through appropriate offices. Educational or personally identifiable information contained in student records shall be released or open for inspection, through written requests, only to the student or parents of a dependent student, as defined by the IRS Code of 1954 Section 152.

The University may disclose personally identifiable information from student records without student consent to:

1. Officials or faculty of the University or other Commonwealth of Virginia officials who have a legitimate educational interest in the information.
2. Officials of other schools in which the student seeks to enroll.
3. Federal, State, local, and independent agencies and representatives as authorized by Federal and State law, who have a legitimate educational interest in the information.
4. Officials presenting a judicial order or lawfully issued subpoena.
5. Appropriate parties in a health or safety emergency.
6. Parent or legal guardian of a dependent student, as defined in the IRS Code of 1954, after presenting proof of student dependency.

Because of the University's commitment to continued improvement of education services, the Registrar's Office also furnishes copies of grade reports to institutions previously attended by a student for use in ongoing programs of research and improvement at these institutions. Grade information is also available for studies conducted to improve academic quality within public higher education in Virginia. These policies are appropriate under the provision of the Family and Education Rights and Privacy Act. The University has designated certain "directory information" as suitable for publication without the student's written consent unless the student has completed and filed a request for nondisclosure with the Registrar's Office by the end of the first week of classes as noted in the University calendar. "Directory information" includes the following: student name, address, telephone number, place of birth, dates of attendance, admitted college, program of student, degrees and awards received, full-time or part-time status,

classification freshman, etc. participation in officially recognized activities and sports, height and weight of members of athletic teams, previous institutions attended and photographs. Non-disclosure remains in effect until the student gives the Registrar's Office a written request to remove it.

Conclusion

The University is in compliance with the SACS/COC *Criteria*.

Recommendations/Suggestions

None.

**Must Statement Compliance Table
4.7 Student Records**

Must Statement	Compliance Statement	Supporting Documentation <u>Exhibit Numbering Key:</u> Criteria#/MustStatement#:Exhibit
4.7/1 of 4. The institution must have adequate student records for both credit and non credit courses.	Compliance	4.7/1-4:01 Code of Virginia; Title 2.2. Administration of Government; Chapter 38. Government Data Collection and Dissemination Practices Act
4.7/2 of 4 The institution must take all steps necessary to ensure the security of its student records, including storage in a secure vault or fireproof cabinet.	Compliance	4.7/1-4:02 Old Dominion University; University Policies and Procedures; 4100 – Student Record Policy
4.7/3 of 4. The institution must have policies concerning what constitutes the permanent record of each student, as well as policies concerning retention and disposal of records.	Compliance	4.7/1-4:03 “Release of Grades and Other Information,” Spring 2002 Schedule Book, p. 10 4.7/1-4:04 University Catalog, pp. 14 and 42
4.7/4 of 4. The institution must establish and publish information release policies, which respect the rights of individual privacy, the confidentiality of records, and the best interests of the student and institution.	Compliance	