4. **GUIDELINES TO BE FOLLOWED WHEN HARD COPY STUDENT ACADEMIC RECORDS ARE PRINTED FROM THE UNIVERSITY’S COMPUTER DATA BANK**

4.01 Access codes will be restricted to authorized university officials.

4.02 University or System officials will not provide hard copies of student academic records to students.

4.03 Students may obtain official transcripts from the Registrar's Office for an appropriate fee provided there is no hold on their receipt of such transcript (e.g., delinquent student loan); further, that students are entitled under the State Public Information Act to an unofficial transcript.

4.04 The following third party message appears on the hard copy of any student's academic record retained in the office of university officials in order to relieve the President and the Registrar from liability should the record fall into unauthorized hands and legal action result.

Confidential. Release of information contained on this document without the written consent of the person(s) identified on the document is in violation of Sec. 438 Public Law 90-247,” the Family Educational Rights and Privacy Act and the Texas Public Information Act, Government Code, Chapter 552.

4.05 Said records must be destroyed when no longer needed.

APPROVED: /signed/  
James F. Gaertner, President

DATED: 05/06/05