

1. PURPOSE

The purpose of this policy is to establish guidelines for the printing of hard copy student academic records from the university's computer data bank.

2. COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

2.01 University or System officials having a "legitimate educational interest" in student educational records may have access to those records in order to carry out their official responsibilities at Sam Houston State University.

2.02 A "legitimate educational interest" is defined as a person's need to access student educational records in order to perform:

- a. An administrative task which is outlined in the official position description or contract of the individual or which is otherwise related to the individual's position or duties;
- b. A supervisory, advisory, or instructional task directly related to the student's education; or
- c. A service or benefit for the student such as health care, counseling, student job placement, or student financial aid.
- d. Any other task, function, or duty permitted by the Family Educational Rights and Privacy Act.

3. CUSTODIAN OF STUDENT EDUCATIONAL RECORDS

3.01 The President of Sam Houston State University or his/her designee is the custodian of all University records.

3.02 The Registrar serves as custodian of student academic records as the President's designee and is responsible to the President for:

- a. Maintaining accurate student academic records.
- b. Security of said records.

- c. Ensuring that student's official academic records on file in the Registrar's Office are issued only to those having a "legitimate educational interest" in said records.
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

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents Sam Houston State University's Division of Academic Affairs' APS from the date of this document until superseded.

Original Date: August 23, 1983 Review Cycle: August, ONY*
Reviewer(s): Academic Policy Council Review Date: August 1, 2007

Approved: _____/signed/_____ Date: _____05/25/05_____
David E. Payne
Provost and Vice President
for Academic Affairs

*ONY = Odd Numbered Year