

# STUDENT RECORD PROCEDURES

## I. Types of Student Records

- Academic Opportunity Record
- Advising and Retention Record
- Cooperative Education Internship Record
- Placement Registration and Credential Material
- Registration Record
- Student Admission Record
- Student Degree Check and/or Teacher Certification Record
- Student Financial Aid Record
- Student Residence Hall Contract
- Transcript
- Veteran Student Record

The Associate VP for Student Affairs will inform students annually of the description, contents, and use of each record. Appropriate office procedures will also be communicated to students.

## II. Establishment of Student Records

1. As a student applies for admission and is enrolled in the University, student records are established by the offices responsible for the maintenance of each record.
2. It is the responsibility of the student to supply the appropriate information to the offices responsible for maintenance of student records. Failure to do so may result in the student being ineligible for admission, financial aid, Veteran's benefits, registration, graduation, particular services, or entrance into certain programs until the student furnishes the appropriate information.

## III. Directory & Limited Directory Information

1. Directory & limited directory information is collected at the time of application to the university.
2. Students may direct that any or all of the above-listed Directory and Limited Directory Information be withheld from public disclosure by notifying the Office of the Registrar in writing each academic year. The student has until the 10th class day of the Semester in which to make the request. The university will honor the request only during the academic year in which the request was made. The student must make the request each academic year they wish the information to be withheld.

The following information on students at SMSU is designated as public Directory Information:

- a. Student's legal or preferred name
- b. Student's preferred pronoun(s)
- c. Major field of study
- d. Participation in officially recognized activities and sports
- e. Dates of attendance
- f. Most recent previous educational institution attended
- g. Home Town
- h. Classification

- i. Degrees, honors, scholarships and awards received
- j. Date of graduation
- k. Physical factors of athletes (excluding injuries and other health related issues)
- l. Photographs, videos, and other media taken and maintained by the university for various purposes (excluding pictures taken for photo ID cards)
- m. Enrollment status (e.g., undergraduate, graduate, full-time, or part-time)

The following information on current and former students of SMSU is designated as Limited Directory Information:

- a. Historical Record of Name
- b. Local and Permanent Address
- c. Phone Number
- d. Gender
- e. Ethnicity
- f. Place of Birth
- g. Date of Birth
- h. Date of Death
- i. Spousal Information
- j. Identification Card Photographs
- k. University and Non-University Issued E-mail addresses
- l. StarID
- m. Tech (Mustang) ID

Limited Directory Information may be disclosed to Southwest Minnesota State University Foundation and Alumni Association for events, fundraising, and membership opportunities.

Notwithstanding any other provision of this policy, the following information is defined as Limited Directory Data for purposes of sharing with Students United so the association can communicate with their members: Student name, e-mail address, and Student Change Code (NEW/RTN/DROP).

Limited Directory Information will not be provided by the institution to external parties not contractually affiliated with the University. Use and disclosure of, and access to, this information shall be limited to:

- a. publications either in print or electronic format, hosted by, on behalf of, or for the benefit of the University,
- b. the University online directory, and
- c. use within internal technical systems that is needed to support operations, including contracted services (e.g., University e-mail services, 3rd party service provider hosted systems).

Per Minnesota Statute 135A.17 limited directory information shall be released to the Lyon County auditor/election officials for all students enrolled in and residing in on campus housing or within ten miles of the institutions campus. Students who have requested directory and/or limited directory information to be withheld will not be included in the disclosure.

## IV. Authorized Access to Student Records

1. The Associate VP for Student Affairs has access to all student records (with the exception of counseling and medical records) and has been delegated the authority by the President to determine those University employees who will have access to student records.

2. Offices that maintain student records will have available, at all times, a list of those persons who are authorized to have access to each type of student record.

## V. Release of Information in Student Records

1. Prior to releasing any information to unauthorized persons or agencies, the office responsible for the student record must have on file a written consent from the student.
2. Students requesting information to be released via telephone or mail must furnish the office responsible for the record with his/her Mustang identification number.
3. The University will process normal requests at no charge to the student.
4. When information is released, directions will be given that the information is to be used only for the stated purpose of the request.

## VI. Review of Student Record

1. You may request to review the contents of any record being kept on you by the University (except student counseling and medical records) by contacting the office responsible for the student record.
2. If you wish to have material removed from the record under review, you may initiate that request.
  - a. The person responsible for the student record will review the request and communicate to you in writing, within 10 instructional days, his/her decision.
  - b. If you do not agree with the decision, you may request an appeal of the decision by writing to the Associate VP for Student Affairs.
  - c. The Associate VP for Student Affairs will communicate his/her decision in writing to you within 10 instructional days.
  - d. The decision of the Associate VP for Student Affairs may be appealed to the President following those procedures established by University regulations.
  - e. When a final decision is reached, the Institution's copy of the request for review will be destroyed. A memo of action taken will be made by the staff member responsible for the record and sent to the Associate VP for Student Affairs. This memorandum will not include the specifics of the request.

## VII. Personnel

The staff member responsible for the student record is responsible for supervising office personnel who work with the records and for insuring that information processed as part of the office operation will be treated as strictly confidential information.

## VIII. Student Records Maintained by Southwest Minnesota State University

### 1. Student Financial Aid Record

The Student Financial Aid Record contains student and family financial needs analysis data, financial award record, correspondence related to the student's financial aid request, and the student financial aid applications. These records will be kept on file for 3 years past the last date of attendance.

The Director of Student Financial Aid is directly responsible for all student financial aid records. Financial Aid staff and the Director of Admission are authorized to access the information in the records. The information in the student financial aid records is used to

determine eligibility for financial aid based on financial need and for completing administrative reports that are required by state and federal agencies.

Students who do not provide the information kept in this record cannot be considered for any federal, state, or local aid, which is based on financial need and administered by the University.

### 2. Student Admission Record

Your Admission Record contains your admission application, high school and/or post secondary school transcript, transcript evaluation (when applicable), and fee receipt, and photo copies of correspondence relating to the admission process. These records are located in the Admission Office and become part of your permanent record. Admission records for students who do not enroll are maintained for three years. The Director of Admission is directly responsible for all admission records. The Director of Admission, Admission personnel, Director of Data Management/Institutional Research, Registration and Records Office personnel, Director of Financial Aid, and others (upon request approved by the Director of Admission) are authorized to access the information in these records.

The information in your admission record is used to determine your eligibility to be admitted to the University, evaluation of credits transferable to SMSU (when appropriate) and for completing reports that are required by state and federal agencies. If you do not provide the information kept in this record, you will not be admitted for study at Southwest Minnesota State University.

### 3. Student Permanent Record

Your permanent record contains all of the information that is in the electronic student record system, including your admission folder prior to your enrolling at the University. Additional items such as copies of correspondence from administrative offices to you, student withdrawal form, and transcripts are placed in your permanent folders on a need basis. These permanent records are located in the Registration and Records Office and are under the direct supervision of the Registrar. The Director of Admission, Admission personnel, Registration and Records Office personnel, and others (upon request approved by the Registrar) are authorized to access the information in these records.

The information in your permanent record is used as a permanent record of your academic and non academic achievements at the University. You cannot be admitted for study at the University if you do not have a permanent student record established.

### 4. Veteran Student Record

The Veteran Student Record is for any veteran student who is utilizing veteran benefits for his or her education. The record contains your enrollment certificate, application for benefit, certificate of eligibility, any records relating to the change of benefits or academic program. Veterans records are kept on file 3 years from the last date of attendance unless the veteran requests otherwise.

These records are located in the Registration and Records Office and are under the supervision of the Registrar. The Registrar, veteran benefit clerks, state and federal veteran administrative representatives, and others (upon request approved by the Registrar) are authorized to access the information in these records.

The information in these records is used to determine your eligibility for veteran benefits and the completion of administrative reports required by state and federal agencies. You cannot be certified

as eligible to receive veteran benefits if you do not have a veteran student record established.

#### 5. **Student Degree Check**

The Student Degree Check contains your application for graduation and degree requirements contract are part of your Student Permanent Record. These records are located in the Registration and Records Office and are under the direct supervision of the Registrar. The Registrar and Registration and Records Office personnel, and others (upon request approved by the Registrar) are authorized to access the information in these records.

The information in these records is used to determine your eligibility to graduate and for the completion of administrative reports required by state and federal agencies. You are not able to graduate unless you complete this record.

#### 6. **Release of Student Information**

The only information Southwest Minnesota State University is authorized to release is your directory information and graduation status. Any other information cannot be released without your written consent.

#### 7. **Transcript**

The transcript is your official record of academic achievement at the University. It contains all course work and all grades achieved by you. The transcript is permanently kept in the Registration and Records Office and is under the direct supervision of the Registrar. The Registrar, Registration and Records Office personnel, Director of Admission, Admission personnel, and others (upon request approved by the Registrar), are authorized to access the information in these records.

The information in these records is used to record your academic achievement at the University and determine your academic standing. You must have a transcript established to receive credit for coursework completed at the University.

#### 8. **Academic and Diversity Resources Student Record**

The Academic and Diversity Resources student records are maintained for all students who receive services from the Learning Resources programs: Disabled Students Academic Accommodations, Academic Opportunity for students admitted provisionally, TRIO Student Support Services, and Athletic Success. The records may include academic assessment test scores; disability evaluation and documentation; TRIO student demographic information regarding financial aid; parents education attainment and citizenship status; evaluation of academic strengths/weaknesses; learning style and cognitive style assessment; plans for services; documentation of student contacts; services provided; measurement of progress; summaries of credits attempted and earned; grade point average; courses dropped/reasons; remedial/developmental courses taken and services received; and correspondence with sponsoring agencies.

These records are located in locked files in Learning Resources and are under the supervision of the Director of Learning Resources. Academic Opportunity advising materials are generally kept on file for one year before being transferred to your academic files. All other records delineated above are maintained permanently in Learning Resources. The staff of Learning Resources is authorized access to the information in your records through the Director of Learning Resources.

The information in these records is used to evaluate your academic needs, your academic progress, if disabled to provide you with

your accommodations and auxiliary aids and services, and for the completion of administrative reports required by state and federal agencies.

#### 9. **Student Medical Record**

The Student Medical Record contains your past medical history and record of treatment received while enrolled as a student at the University. The Student Medical Record is retained within the Health Services department and is under the direct supervision of the Director of Health Services and Health Services staff. Your medical record is retained for seven (7) years from the last date of service delivery. Information contained within the Student Medical Record is confidential and can be released with your written permission or under special legal exceptions **only**. As a health care provider, SMSU is required by Minnesota State Statutes 144.292, Subd. 4, to prominently display, in Student Health Services, the Access To Health Records Notice Of Rights. This Notice informs patients how they may access and obtain copies of their health records, and that, at times, their health records can be disclosed without their consent. Health Services staff and contracted medical providers (i.e. MD, DO, CNP, PA-C) are authorized access to the information in your records through the Director of Student Health Services and/or the Associate VP for Student Affairs. Student employees are not allowed to open or read your medical record and are required to be confidential and professional on all matters relating to Health Services, including your presence within the clinic. The information in your Medical Record is used for diagnostic purposes, for treatment of student illness and completion of reports required by state and federal agencies (such as the examples given in the Access To Health Records Notice Of Rights). It is a pre-admission requirement to have a medical history on file in Student Health Services prior to enrolling at the University.

#### 10. **Counseling Services Information Record**

The Counseling Services Record contains a record of counseling services received while enrolled as a student at the University. The Counseling Services Record is retained in Counseling & Testing Services for eight (8) years from the last date of service and is under the supervision of Counseling & Testing Services staff. Information in the Counseling Services Record is confidential and can be released with the student's written permission or under special legal exceptions only.

#### 11. **Student Residence Hall Contract Record**

Your Residence Hall Contract Record contains your name, home address and telephone, room assignment in the residence halls, verification of paid deposit and your housing preferences.

Your Residence Hall Contract Record is located in the Residence Life main office and is under the direct supervision of the Associate Vice President for Student Affairs. The Associate Vice President for Student Affairs and Residence Life personnel are authorized to access the information in these records. The information in these records is used to provide the University with a record of your Residence Hall Contract, and to accomplish administrative procedures regarding your Residence Hall Contract. The records are permanent.

#### 12. **Student Residence Hall Withdrawal Record**

Your Residence Hall Withdrawal Record contains your name, local and immediate forwarding address, and information concerning any damage assessments and disposition of your damage deposit, reason for withdrawal, and a copy of your residence hall contract.

The Student Residence Hall Withdrawal Records are located in the Residence Life main office and are under the direct supervision of the Vice President for Student Affairs. The Vice President for

Student Affairs, Residence Life staff, and Business Office personnel are authorized to access the information in these records. The information in these records is used to provide the University with a record of your withdrawal, and to accomplish administrative procedures regarding your withdrawal from the residence hall. These records are permanent.