

CT BOARD OF REGENTS FOR HIGHER EDUCATION
MINUTES – REGULAR MEETING – MARCH 2, 2017
CAPITAL COMMUNITY COLLEGE, 950 MAIN STREET, HARTFORD, CT

REGENTS PARTICIPATING

Matt Fleury, Chair
Yvette Meléndez, Vice Chair
Stephen Adair*
Richard J. Balducci
Aviva D. Budd
Lawrence J. DeNardis
Merle W. Harris via teleconference
JoAnn H. Price

David R. Jimenez
William J. McGurk
Holly M. Palmer
Barbara E. Richards*
Elease E. Wright
Dianna R. Wentzell*
Joseph Young

REGENTS ABSENT

Raul Pino*
Scott D. Jackson*

Joseph Young
Catherine H. Smith* v

**ex-officio, non-voting member*

CSCU STAFF

Mark E. Ojakian, President
Alice Pritchard, Chief of Staff
Jane Gates, Provost & Senior Vice President, Academic and Student Affairs
Elsa Nunez, VP State Universities and President, Eastern Connecticut State University
David Levinson, VP Community Colleges and President, Norwalk Community College
Erin A. Fitzgerald, Associate Director of Board Affairs/BOR Secretary

STATE UNIVERSITY/COMMUNITY COLLEGE PRESIDENTS

James Lombella, Asnuntuck Community College
Wilfredo Nieves, Capital Community College
Dorsey Kendrick, Gateway Community College
Paul Broadie, Housatonic Community College
Gena Glickman, Manchester Connecticut Community College
Anna Wasescha, Middlesex Community College
Michael Rooke, Northwestern Connecticut Community College
Daisy Cocco De Filippis, Naugatuck Valley Community College
Carlee Drummer, Quinebaug Valley Community College
Cathryn Addy, Tunxis Community College
Zulma Toro, Central Connecticut State University
Joe Bertolino, Southern Connecticut State University
John Clark, Western Connecticut State University

CALL TO ORDER

Chairman Fleury called the meeting to order at 10 am and, following roll call, declared a quorum present.

ADOPT AGENDA

Chairman Fleury called for a motion to adopt the meeting agenda with the following revision: **move Consent Agenda Item #8c, Amendment to FERPA Policy, off Consent** and under the Academic & Student Affairs Committee as the first item on that report.

On a motion by Regent Balducci, seconded by Regent McGurk, the Agenda was unanimously adopted as amended.

CAPITAL COMMUNITY COLLEGE PRESIDENT WILFREDO NIEVES

CCC President Wilfredo Nieves offered brief remarks welcoming the Board to campus.

OPPORTUNITY TO ADDRESS THE BOARD

The following individuals addressed the Board members:

- Dr. Candace Barrington and Dr. Ken Klucznik shared information regarding the Transfer Articulation Policy and provided Board members with material concerning the CSCU Transfer Tickets (see Attachment A hereto).

CSCU PRESIDENT MARK OJAKIAN

President Ojakian updated the Board on the following items

Immigration issued guidance for the campuses on how to respond to ICE. Lots of press coverage to spread the word about our protocol.

Transgender rights. Currently drafting policy to send to the ASA Committee for their March meeting on use of bathroom and locker room facilities. On May 16, 2016 the United States Department of Education issued a “Dear Colleague Letter” (DCL) specifically addressing treatment of transgender students. This DCL required allowing student access to facilities in a manner consistent with their gender identities. Although the Dear Colleague Letter was rescinded by the Trump Administration, Governor Dannel Malloy on February 23, 2017 issued Executive Order No. 56 reaffirming the state’s commitment to protecting civil rights and to prohibiting discrimination against transgendered persons.

Meriden Center / Middlesex Community College - - At February 28th meeting of the Meriden Board of Ed’s Finance Committee, the School Superintendent made a proposal (which was approved unanimously) to move the Meriden Center to Platt High School deepening the relationship between the Middlesex Community College and the district. Meriden’s full Board of Education is scheduled to vote on this proposal on March 7 and, if approved, the Center will be moved in August. President Ojakian noted this would be a significant savings to the college and keep vital educational programs in the city.

2018/2019 Governor’s Budget (see Attachment B hereto)

Overview of CSCU work groups –

- Good effort by all to identify ways to improve operations, free scarce resources for teaching, learning and students supports, enhance collaboration both across campuses and with external stakeholders, and address issues of non-compliance.
- Most recommendations don't require Board approval but rather are activities which can be undertaken administratively and programmatically today.
- Rough calculation finds potentially \$5m in savings that can come over the next year or two from the recommendations of the work groups.
- As options with the Board, we are keeping a few key objectives at the forefront:

Students first

Focus on teaching, learning and student support

Maintain access, affordability and high quality

All options are on the table

A Band Aid approach won't work any longer

No longer feasible for each institution to reduce costs—must look at consolidated approach

Recent cuts are impacting student success

BOR CHAIRMAN MATT FLEURY

Chairman Fleury thanked President Ojakian for his comments and expounded upon them noting that the Board, together with administration, needs to look analytically and strategically at the operations in light of the current fiscal situation and that the Board needed to do so on an accelerated basis. He added that the budget proposal assumed huge concessions on the workforce side, which may or may not come to fruition as forecast. Reiterating the priorities that President Ojakian referenced in his remarks, Chairman Fleury indicated the Board would be looking at the current system structure and operations in an effort to identify cost savings, such as those achieved via the CSCU working groups and other avenues. Chairman Fleury indicated that he would be calling a special meeting of the Board to discuss all options prior to the April 7 meeting at Eastern.

CONSENT AGENDA

Chairman Fleury called for a motion on the Consent Agenda. On **a motion by Regent Balducci, seconded by Regent Wright, the Consent Agenda was unanimously adopted.** The following Agenda items were approved on consent:

Terminations

Fire Technology & Administration – AS – Three Rivers CC

RESOLVED: That the Board of Regents for Higher Education approve the termination of a program in Fire Technology & Administration leading to an Associate in Science degree at Three Rivers Community College with a phase-out period until December 23, 2018.

Communication – AA – Middlesex CC

RESOLVED: That the Board of Regents for Higher Education approve the termination of a program in Communication leading to an Associate of Arts degree at Middlesex Community College with a phase-out period until August 15, 2018

New Programs

Teaching English to Speakers of Other Languages (TESOL) – 6th yr – Western CSU

RESOLVED: That the Board of Regents for Higher Education approve the licensure of a Sixth Year Teaching English to Speakers of Other Languages (TESOL) program at Western Connecticut State University for a period of three years until February 28, 2020.

Surgical Technology – AS – Housatonic CC

RESOLVED: That the Board of Regents for Higher Education approve the licensure and accreditation of a program in Surgical Technology leading to an Associate of Science degree at Housatonic Community College for a period of concurrent with institutional accreditation.

TAP Programs

1. CSU Pathway Transfer Degree: Business Studies
2. CSU Pathway Transfer Degree: Computer Science Studies
3. CSU Pathway Transfer Degree: Physics Studies
4. CSU Pathway Transfer Degree: French Studies
5. CSU Pathway Transfer Degree: German Studies
6. CSU Pathway Transfer Degree: Italian Studies
7. CSU Pathway Transfer Degree: Spanish Studies

RESOLVED: That the Board of Regents for Higher Education approves the licensure and accreditation of the following Transfer and Articulation Policy Pathway degrees, all developed by discipline faculty from the 17 Connecticut State Colleges and Universities. These pathways meet the specific requirements of the Board's Transfer and Articulation Policy for seamless and transparent transfer in these seven majors for students from any of the Community Colleges leading them to complete an associate degree in the discipline that is guaranteed to transfer to any of the State Universities and Charter Oak State College and leave the student with only 60 credits to complete for the baccalaureate degree.

The seven pathway Associate of Arts (AA) degrees are:

- CSCU Pathway Transfer Degree: Business Studies
- CSCU Pathway Transfer Degree: Computer Science Studies
- CSCU Pathway Transfer Degree: Physics Studies
- CSCU Pathway Transfer Degree: French Studies
- CSCU Pathway Transfer Degree: German Studies
- CSCU Pathway Transfer Degree: Italian Studies
- CSCU Pathway Transfer Degree: Spanish Studies

Appointment of CSU Professor – Terrence P. Dwyer, Western CSU

WHEREAS, The President of Western Connecticut State University, John B. Clark, has recommended awarding this title to Professor Dwyer and Connecticut State Colleges and Universities President Mark E. Ojakian has concurred; and

WHEREAS, Professor Dwyer, a highly distinguished teacher and scholar, has served Western Connecticut State University since 2007 and is currently a tenured Professor in the Division of Justice & Law Administration in the Ansell School of Business; and

WHEREAS, Professor Dwyer has received the Ansell School of Business Outstanding Professor award during three different academic years, has served on many major university committees and has also been active in publishing and presenting at academic conferences as well as serving as a columnist for a national law enforcement journal; now, therefore be it

RESOLVED, That the title Connecticut State University Professor is herewith awarded by the Board of Regents to Terrence P. Dwyer of Western Connecticut State University effective upon approval by the Board of Regents, pursuant to the BOR/AAUP Collective Bargaining Agreement, and be it further

RESOLVED, That Professor Dwyer be entitled to all the rights, privileges and responsibilities pertaining to this honor.

Spring 2017 Tenure Recommendations

- CCSU – Gladys Moreno-Fuentes
- WCSU – Dr. Chin-Wen Huang

RESOLVED: That the Board of Regents for Higher Education approve the following Connecticut State Universities January 2017 tenures recommended by the presidents:

- Central Connecticut State University – **Gladys Moreno-Fuentes** (Student Wellness Services)
- Western Connecticut State University – **Dr. Chin-Wen Huang** (Finance Department)

Approval of Hiring at Salary Above Median of Applicable Grade – Middlesex CC

WHEREAS, Section 6.5 of the Human Resources Policies for Management and Confidential Professional Employees of the Board of Regents for Higher Education provides that, upon the recommendation of the President of the Connecticut State Colleges and Universities (CSCU), the Board may approve a hiring salary above the median of the grade; and

WHEREAS, Based upon a request from the President of Middlesex Community College, the CSCU President has recommended to the Board a salary a salary of \$124,300 for Kimberly Hogan to serve as Dean of Administration at Middlesex Community College, such salary being above the median for the applicable salary grade; and

WHEREAS, The Board has duly considered the President's recommendation; now therefore be it **RESOLVED** That Board hereby approves the President's recommendation of a hiring salary above the median of the applicable grade for Kimberly Hogan to serve as Dean of Administration at Middlesex Community College.

ACADEMIC & STUDENT AFFAIRS COMMITTEE

On a motion by Committee Chair Regent Harris and a second by Regent DeNardis, the following resolution passed unanimously:

Amendment to FERPA policy

WHEREAS, The Board of Regents for Higher Education on December 18, 2014 amended its Family Education Rights and Privacy Act (“FERPA”) Notice and Directory Information Policy to list and categorize student information that could be provided to the public, school officials, and military recruiters without student consent; and

WHEREAS, On February 23, 2017, State of Connecticut Governor Dannel P. Malloy issued Executive Order No. 56 (“Order”) and provided as guidance the United States Department of Education May 13, 2016 “Dear Colleague Letter” (“DCL”); and

WHEREAS, To comply with the DCL, the BOR would be required to amend its FERPA Notice and Directory Information Policy to assure protection of student privacy and that directory information available to the public list a student’s preferred name; therefore, be it

RESOLVED, That the Board of Regents amends FERPA Notice and Directory Information to comply with the standards set forth in the DCL.

(See Attachment C hereto for amended directory information and restated policy.)

Doctorate of Social Work – Southern Connecticut State University

At the request of Committee Chair Harris Regent DeNardis provided a brief overview of the process and the tremendous amount of collaboration that resulted in the Committee’s moving forward this recommendation from Southern. President Bertolino also spoke to this issue and introduced several staff members who participated in developing this recommendation. **On a motion by Committee Chair Regent Harris and a second by Regent DeNardis, the following resolution passed unanimously:**

RESOLVED: That the Board of Regents for Higher Education approve the licensure of a Doctorate in Social Work degree at Southern Connecticut State University for a period of three years until March 30, 2020.

AUDIT COMMITTEE

Audit Committee Chair Elise Wright noted that at the last Board of Regents meeting on December 8, the Board provided the Audit Committee with the authority to accept the system's three audited financial statements and related auditor's reports for the year ended June 30, 2016 on behalf of the full board.

In that capacity, Regent Wright advised, the Audit Committee met on December 9 and again on December 23 to review these materials with system management and the independent auditors, Grant Thornton. The final reports for the Community Colleges, State Universities, and Charter Oak State College have been issued with unqualified (or "clean") opinions by the auditing firm. These were accepted by the Audit Committee at our December 23 meeting. The reports have been distributed to Board members and are available on the system's website (links provided below). They have also been provided to the Office of State Comptroller for appropriate inclusion in the state's Comprehensive Annual Financial Report.

- FY2016 Audit of [Charter Oak State College and CT Distance Learning Consortium](#) (Grant Thornton)
- FY2016 Audit of [Project Expenditures CSUS 2020](#) (Blum Shapiro)
- FY2016 Financial Statements and Management Letters for the Connecticut [State Universities](#) and [Community Colleges](#) (Grant Thornton)

Noting that this was the first year that Grant Thornton provided the system with auditing services, Regent Wright expressed the Committee's appreciation for the professionalism and insights offered by the firm, and as a result of a fresh set of eyes on the highly technical reports, several changes were implemented which should result in a better end product.

In addition, on December 9, the Audit Committee accepted the CSCU 2020 Project Expenditures for FY2016 as presented by system management and the independent audit firm of Blum Shapiro. Blum Shapiro also issued an unqualified opinion resulting from their audit.

In closing, Regent Wright advised that at the December 23 meeting, the Audit Committee also accepted the audited financial statements of the FY16 Foundations for all institutions. The foundations are not managed by our system staff, but the audited statements are reviewed to ensure that there are no issues presented that would cause concern. No such items were noted in the Committee's review.

FINANCE AND INFRASTRUCTURE COMMITTEE

No report or action items for Board consideration

HUMAN RESOURCES AND ADMINISTRATION COMMITTEE

No report or action items for Board consideration.

EXECUTIVE COMMITTEE

No report or action items for Board consideration.

ADJOURNMENT

**On a motion by Chairman Fleury and seconded by Regent Balducci, Chairman
Fleury declared the meeting adjourned at 10:52 am.**

Submitted,

Erin A. Fitzgerald, Associate Director, Office of Board Affairs
Secretary of the CT Board of Regents for Higher Education

c:\today\march 2 ccc\bor-minutes-03-02-2017.doc

CT BOARD OF REGENTS FOR HIGHER EDUCATION
REGULAR MEETING March 2, 2017
Capital Community College

Attachments to Minutes and Meeting Handouts/ Presentations

Posted online at <http://www.ct.edu/regents/minutes>

- A. **CSCU Transfer Tickets** (Opportunity to Address the Board)
- B. **Budget Situation slide** (CSCU President Ojakian's remarks)
- C. **Amendment of FERPA Notice and Directory Information** w/Policy Restatement

START

with an ***Associate degree*** from a Connecticut Community College

Asnuntuck Community College
Enfield 860.253.3010
TransferTicket@acc.commnet.edu
www.asnuntuck.edu

Capital Community College
Hartford 860.906.5000
TransferTicket@ccc.commnet.edu
www.capitalcc.edu

Gateway Community College
New Haven 203.285.2010
TransferTicket@gwcc.commnet.edu
www.gatewayct.edu

Housatonic Community College
Bridgeport 203.332.5100
TransferTicket@hcc.commnet.edu
www.housatonic.edu

Manchester Community College
Manchester 860.512.3210
TransferTicket@mcc.commnet.edu
www.manchestercc.edu

Middlesex Community College
Middletown 860.343.5719
TransferTicket@mxcc.commnet.edu
www.mxcc.edu

Naugatuck Valley Community College
Waterbury / Danbury
203.575.8080
TransferTicket@nvcc.commnet.edu
www.nv.edu

Northwestern Connecticut Community College
Winsted 860.738.6330
TransferTicket@nwcc.commnet.edu
www.nwcc.edu

Norwalk Community College
Norwalk 203.857.7000
TransferTicket@ncc.commnet.edu
www.norwalk.edu

Quinebaug Valley Community College
Danielson / Willimantic
860.932.4000
TransferTicket@qvcc.commnet.edu
www.qvcc.edu

Three Rivers Community College
Norwich 860.215.9016
TransferTicket@trcc.commnet.edu
www.threerivers.edu

Tunxis Community College
Farmington 860.773.1490
TransferTicket@txcc.commnet.edu
www.tunxis.edu

FINISH

with a ***Bachelor's degree*** from a Connecticut State University or Charter Oak State College

Central CT State University
New Britain
www.ccsu.edu

Eastern CT State University
Willimantic
www.easternct.edu

Southern CT State University
New Haven
www.southernct.edu

Western CT State University
Danbury
www.wcsu.edu

Charter Oak State College
New Britain
www.charteroak.edu

CONNECTICUT STATE
COLLEGES & UNIVERSITIES

TRANSFER TICKETS



CSCU

www.ct.edu



In response to increasing higher education costs, Connecticut's Community Colleges, State Universities and Charter Oak State College **have partnered to offer a low-cost pathway to a bachelor's degree.**

Find degree and transfer requirements, as well as other information, at **www.ct.edu/transfer**

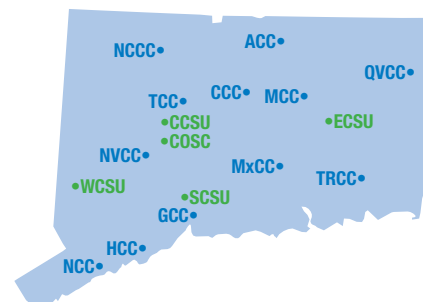


Select your ***Transfer Ticket*** from these majors:

Accounting	German
Biology	History
Business Administration	Italian
Chemistry	Marketing
Communication	Mathematics
Computer Science*	Physics
Criminology	Political Science
Early Childhood Teaching Credential	Psychology
English	Social Work**
Exercise Science*	Sociology
Finance	Spanish
French	Studio Art
	Theatre

Transfer Ticket features:

- Students are paired with an ***academic advisor*** at each school
- ***Full junior status*** with only 60 credits remaining in the major upon transfer to a CSU or COSC
- ***Financial aid*** is available for qualified students
- ***17 campuses*** across the state



*Available at select Community Colleges.

**CSU Social Work programs admit a fixed number of students each year.

What You Should Know

CSCU TRANSFER TICKETS



What are Transfer Tickets? Transfer Tickets are the product of the Transfer and Articulation Policy, or TAP, which was implemented to ensure students can transfer from Connecticut Community Colleges (CCC) to Connecticut State Universities (CSU) in the most seamless way possible. Connecticut's Community Colleges, State Universities and Charter Oak State College (COSC) have partnered to offer a low-cost pathway to a bachelor's degree.

No Loss of Credit! Each Transfer Ticket tells students exactly which courses to take. Students' degrees can be attained without costing extra money or requiring extra credits. Courses awarded college-level credit within a Transfer Ticket degree at a CCC will be accepted at all CSUs and COSC (if they have the program) as meeting degree requirements within the chosen major. A student who completes 60-61 credits in a Transfer Ticket at a CCC will enter a CSU or COSC as a junior and need to take 60 credits to earn a bachelor's degree in the major.

Some of the TAP programs may have selective admissions requirements; academic advisors will work with students and assist in the program transitions.

1

Start at one of Connecticut's 12 community colleges

2

Choose a **Transfer Ticket** pre-major pathway

Complete General Education
Competencies, 30-31 Credits

+

Complete Program, General Education,
& Elective Courses, 30-31 Credits



Earn an Associate Degree!

3

Transfer to a CSU or COSC

Complete Additional Courses Needed
for a Bachelor's Degree, 60 Credits



Earn a Bachelor's Degree!



CSCU

www.ct.edu

What You – and Our Students – Need to Know

CSCU TRANSFER TICKETS

Available Transfer Tickets:

Accounting***	Criminology	German	Psychology
Biology	Early Childhood	History	Social Work**
Business Administration***	Teaching Credential	Italian	Sociology
Chemistry	English	Marketing***	Spanish
Communication	Exercise Science*	Mathematics	Studio Art
Computer Science*	Finance***	Physics	Theatre*
	French	Political Science	

Available at select Community Colleges. **CSU Social Work programs admit a fixed number of students each year. *Students follow the Business Studies pathway.*

Important to Know!

Designed by Disciplinary Experts Each Transfer Ticket degree was designed by faculty work groups comprising disciplinary experts from all 17 CSCU campuses. Over 350 faculty served on these work groups, volunteering their time and their expertise to develop degrees and degree plans allowing community college students to complete associate degrees that prepare the students to complete bachelor's degrees in their chosen major. The work groups reconvene annually to refresh the degree programs, adjusting them to account for program changes and student needs. This ongoing work will ensure the Transfer Tickets remain viable and useful for students.

Program-to-Program Transfer CSCU Transfer Tickets are designed as program-to-program transfers, rather than course-by-course transfers, thereby providing students with the recognized benefits of a coherent general education and disciplinary program.

Transfer Navigator The CSCU website features a Transfer Navigator. There students find three important pieces of information. (1) Information about the 25 associate-level transfer degrees; (2) a suggested sequence of classes for the first sixty credits that provides maximum scheduling flexibility, options to explore fields, and the broadest range of programs available to them for as many semesters as possible; and, (3) the final sixty credits required at each of the CSUs and COSC offering the bachelor's degree.

Clear Standards In order to graduate and be guaranteed admission to a CSU or to COSC, students must earn an overall 2.0 grade point average at the community college. Note: Art, Business, and Social Work are selective admissions programs at the CSUs and have additional admissions requirements. In all instances, CCC students are held to the same standard as the CSU native students.

Ease of Use for Students To ensure students have both the right information at the right time and the peace of mind that their credits will transfer effortlessly, CSCU Transfer Advisors, Admissions Counselors, Registrars, Financial Aid Officers, Information Technology staff, and other Student Services personnel have devoted numerous hours to ensure the faculty's vision can be a reality for students. Their problem-solving expertise means Transfer Ticket options are clearly presented to students so they can graduate (first from the community college, then from a CSU or COSC) without accruing excess credit.

Career Options The Transfer Tickets are transfer degrees, and they are not designed to provide stand-alone credentials. In some cases, however, faculty have designed the transfer degrees so that they parallel similar career degrees for as long as possible. Students in these fields will generally be able to defer deciding whether to complete the transfer degree or the career degree until the final 15 credits of the associate degree.

Transfer Status Upon transfer to a CSU or COSC, each student will have a clear 60-credit pathway to follow in the major, will have junior status, and will be paired with an academic advisor.

Financial Aid Financial aid for transfer pathways is no different from any other credit-bearing program at the Colleges. Academic advisors will recommend counseling by the institution's Financial Aid Office, where students can receive current information about specific eligibility concerns and options.

Additional Details The details of each Transfer Ticket and remaining requirements in the majors at the CSUs and COSC can be found at www.ct.edu/transfer.



For more information on the Transfer Tickets, contact:

Candace Barrington, CBarrington@commnet.edu
Ken Klucznik, KKlucznik@manchestercc.edu

Budget Situation

- Proposed FY18 budget would reduce appropriations by \$42M (12.4%) since FY15:

	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18 Prop</u>	<u>Cum</u>
State Appropriation	351,985,562	341,450,082	324,321,311	310,023,739	
Delta		(10,535,480)	(17,128,771)	(14,297,572)	(41,961,823)
% Change		-3.0%	-5.0%	-4.4%	-12.4%

- Including the impact of fringe benefits, reduction in state funding since FY15 totals \$68M
- Based on proposed budget, we estimate a biennium budget hurdle of \$33M in FY18 and \$48M in FY19
- State budget still has a \$700M gap; if concessions not achieved may see further budget reductions
 - ✓ As much as an additional \$32M reduction to CSCU (\$58M with fringe benefits)
 - ✓ Would bring 3-year cum appropriations reduction to \$126M
- Moving forward, growing fringe benefit rates, potential wage increases and declines in high school graduates could grow this budget gap by an additional \$10M per year

Family Educational Rights and Privacy Act (FERPA) Notice and Directory Information Policy

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. **The right to inspect and review the student's education records within 45 days of the day the College or University receives a request for access.** Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College or University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College or University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. **The right to request amendment of an education record that the student believes is inaccurate.** Students may ask an appropriate College or University official to amend a record that they believe is inaccurate, misleading or a violation of the student's right to privacy. However, FERPA is not intended to provide a process to question substantive judgments that are correctly recorded. Consequently, FERPA amendment requests do not allow a student to contest a grade in a course because the student believes that a higher grade should have been assigned.

To request amendment of an education record, the student should write to the official, clearly identifying the part of the record he or she wants changed and specifying why he/she believes it is inaccurate. The institution will notify the student of the decision. If the institution decides not to amend the record as requested by the student, a College or University official will advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. **The right to provide written consent before the College or University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.** FERPA permits disclosure without a student's prior written consent under the FERPA exception for disclosure to school officials who have a legitimate educational interest. A "school official" is a person employed by a College or University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Regents; an employee of the Connecticut State Colleges and Universities system office; or, a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College or University who performs an institutional service or function for which the College or University would otherwise use its own employees and who is under the direct control of the College or University with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College or University. Upon request, the College or University also discloses education records to officials of another school in which a student seeks or intends to enroll without the prior consent of, or notice to, the student.

FERPA also permits disclosure of education records without consent in connection with, but not limited to:

- To comply with a judicial order or a lawfully issued subpoena;
- To appropriate parties in a health or safety emergency;
- In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- To certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs;
- To accrediting organizations to carry out their functions;
- To organizations conducting certain studies for or on behalf of the College or University;
- The results of an institutional disciplinary proceeding against the alleged perpetrator of a crime of violence to the alleged victim of that crime with respect to that crime.
- Directory information as defined in the policy of the Board of Regents.

4. The right to refuse to permit the College or University to release Directory Information about the student, except to school officials with a legitimate educational interest and others as indicated in paragraph 3 above. To do so, a student exercising this right must notify the University's or College's Registrar, in writing. Once filed, this notification becomes a permanent part of the student's record until the student instructs the University or College, in writing, to remove it. A student may exercise his or her right to opt out of Directory Information, prohibiting disclosure of the student's information without the student's consent as noted in section 3, except however, that pursuant to the Solomon Amendment, military recruiters must be provided the same access to student information as is provided to nonmilitary recruiters.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Colleges to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education 400
Maryland Avenue, SW Washington, DC
20202-4605**

Directory Information Policy

Acknowledging that Directory Information is FERPA protected information that may be disclosed at the discretion of a College or University, it is the policy of the Board of Regents for Higher Education for the Connecticut State Colleges and Universities that disclosure of Directory Information is within the sole discretion of the College or University. Colleges and Universities may disclose Directory Information without the prior consent of the student only as provided herein.

The Board of Regents for Higher Education has designated the following as Directory Information:

For purposes of access by school officials of the Colleges and Universities governed by the Board of Regents for Higher Education, the following is designated as Directory Information:

Student's legal name

Permanent mailing address Month

and day of birth Photographs

Student identification number, User ID, or other unique identifier Email address

Telephone number

University or College previously attended or currently attending Dates of attendance

Full vs. part-time student status

Awards and honors

Class standing/year

Major, minor, concentration and/or program of study

Degree(s)/Certificate(s) candidacy Degree(s)/Certificate(s) earned

Previous Institutions attended Graduation expected/completion dates

For purposes of access by military recruiters only, the following is designated as Directory Information (Student Recruiting Information):

Student's legal name

Permanent mailing address

Telephone number

Age

Place of birth

Class standing/year

Major and/or program of study

Degrees received

Most recent educational institution attended

For purposes of participation in any recognized activity or sports, the following is designated as Directory Information:

Student's preferred name
City and State of Residence Dates
of attendance
Class standing/Year Recognized
activity or sport Team
performance statistics Team
position
Photos and videos Awards
Height and weight of athlete

For purposes of disclosure to/access by the general public, the following is designated as Directory Information:

Student's preferred name
Permanent mailing address
Photographs
Dates of attendance
Major, minor, concentration and/or program of study
Degree/Certificate candidacy Degree(s)/Certificate(s)
earned
Awards
Full vs. Part-time status
Anticipated graduation date
Graduation date
Connecticut Community College Only - Student identification number, User ID, or other unique identifier
Charter Oak State University Only – Email address