



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. BOX 2008

NEW BRITAIN, CONNECTICUT 06050

TEL. NEW BRITAIN: 203-229-1607

TEL. HARTFORD: 203-566-7373

RESOLUTION

concerning

ACCESS TO RECORDS OF STUDENTS

ON THE STATE COLLEGE CAMPUSES

April 11, 1975

- WHEREAS, Both State and Federal laws require the Colleges to provide access to student records under conditions specified in the respective statutes, and
- WHEREAS, The Trustees desire that compliance with the respective statutes be legally sound and consistent across the four campuses, and
- WHEREAS, The Trustees desire that on each campus procedures for compliance be appropriate to local conditions and relationships, therefore, be it
- RESOLVED, That on each of the State College campuses, consistent with State and Federal statutes, the following provisions be made:
1. Establish a stated procedure by which access to records is to be managed and recorded.
 2. Establish a stated procedure by which corrections or refinement in records may be sought and achieved, where appropriate, by students (or parents when proper).
 3. Establish a procedure by which students are notified annually of those records kept by the College, those records to which access is allowed, those procedures by which such access is managed, and those procedures by which correction of those records is structured.
 4. Develop a statement covering both the collection and management of confidential material for placement purposes.
 5. Establish a procedure and develop a statement covering the maintenance, consolidation, and disposition of records kept on students, and be it further
- RESOLVED, That upon completion of local material developed under 1, 2, 3, and 4 above, each campus is to submit a draft copy to the Central Office for review by the Personnel Committee and approval by the Board of Trustees.

A Certified True Copy:

James A. Frost
Executive Secretary

MEMO TO: Dr. F. Don James

FROM: R. L. Judd, Dean, Student Affairs

SUBJECT: Resolution Concerning Access to Records of Students on State
College Campuses April 11, 1975 SCR #75-7

Per your request, I am forwarding to you information relative to SCR #75-7
(Access to Records of Students on the State College Campuses) for transmittal
to the Personnel Committee of the Board of Trustees for the 2 June 1975 meeting.

Part #1

The existing procedure for access to student records is found in Section 10 of
the Policy on Student Records (Appendix A). Access to Student Records shall be
limited to business hours; in no event shall requests for access exceed 45
working days. Additionally the attached form (Appendix B) is used to record
access to student records and is maintained by all departments.

Part #2

The existing procedure for correcting or refining student records is found in
Section 9 of the Policy on Student Records (Appendix A). In the event a correction
or refinement is made, a letter attesting to such shall be introduced in the
student's record.

Part #3

Students shall be notified not later than the beginning of the Fall semester re-
garding records maintained by the College to which access is allowed, procedures
by which access is managed, and those procedures by which correction of records
is structured.

The following records, when applicable, are maintained by the College.

A student has access to these records except where otherwise noted.

Academic Records (Registrars' Office)

Admissions Records

Disciplinary Records (Dean's Office)

Placement File

Financial Aid Records (Exception) - A student shall not have access to financial records of their parents unless their parents have authorized disclosure of such on Page 3 of the PCS form (Appendix C).

Health Service Records and Counseling Center (Exception)

- A student shall not be able to directly inspect medical, psychiatric, or similar records which are used solely in connection with treatment purposes and only available to recognized professionals in connection with such treatment. Students do, however, have the right to have a doctor or other professional of their choice inspect such records.

Additionally, students will be allowed access to records maintained by other offices except for the private notes of faculty and administrators, provided such notes are not revealed to another person.

Relative to the sections of this part covering procedures for access to such records and correction of such, these procedures have already been stated in Parts 1 & 2.

Part #4

The existing procedures for Placement files are found in the Statement of Policy - Career Counseling & Placement (Appendix D).

Part #5

Procedures are found in Sections A & B of the Policy on Student Records and Section II B & C in the Statement on Rights, Freedoms and Responsibilities of Students (Appendix E).

CENTRAL CONNECTICUT STATE COLLEGE
New Britain, Connecticut
Area of Student Affairs

POLICY ON STUDENT RECORDS

The College accumulates data and keeps records to enable faculty and administrators to plan educational opportunities to meet the needs of the individual student, to better understand the students, to counsel more effectively with them, and to assist them in placement in graduate education or employment after graduation. Because the scope and number of requests from external agencies for information about students is increasing the following policy for the utilization of student records is issued. The purpose of this policy is to outline the development, maintenance, and use of student records. Individual offices may develop more detailed policies regarding student records as long as such policies are not inconsistent with this policy and will be filed in the Office of the Dean of Student Affairs. All policies will be evaluated annually by the Office of the Dean of Student Affairs. This policy is promulgated in accord with Part II of the Statement of Rights, Freedoms and Responsibilities of Students.

GENERAL PRINCIPLES GOVERNING USE OF STUDENT RECORDS

The following principles guide the professional staff of the College in the utilization of student records.

A. Need for Records. Unless a demonstrable need for a record is established which is reasonably and justifiably related to the basic purposes and necessities of the College, no records will be made or maintained.

B. Confidentiality. In its relations with students the College will preserve the confidential character of communications and records so as to insure that its educational counseling processes are carried forward in the most effective possible manner.

The obligation of confidentiality is relative rather than absolute since there are conditions which can alter it. This obligation may lapse when the common welfare of the College community or the welfare of the individual demands revelation such as in the case of suicidal preoccupations, expressed homicidal thoughts or actions, commissions of a felony or similar cases. Likewise, material which is already public or can easily become so is not bound by confidentiality.

The acquisition and dissemination of information for records is based on a respect and concern for the privacy and protection of the individual student. All persons handling records shall be advised of the confidential nature of such information and their responsibilities in this regard. Evaluation and interpretation of information about a student shall be done by a professional or qualified staff person.

C. Release of Information. No information in any student file may be released to anyone except with the prior written consent of the student concerned or as stated below:

The following data may be given any inquirer; school or division of enrollment, periods of enrollment, and degrees awarded, honors, major field, and date.

If an inquiry is made in person or by mail, the following information may be given in addition to that in the above paragraph; address and telephone number.

Properly identified officials from federal, state and local government agencies may be given the following information upon express request in addition to that in the above two paragraphs; name and address of parent or guardian if student is a minor, and any information required under legal compulsion.

Unless under legal compulsion, personal access to a student's file shall be denied to any person making an inquiry.

1. Requests from Prospective Employers

The College will respond to inquiries for non-public or non-directory type information only with the written consent of the student concerned. Information submitted by applicants to the Office of Career Counseling and Placement is considered to be confidential and will be released subject to conditions stipulated by the applicant and the Office of Career Counseling and Placement at the time of registration.

2. Requests from Other Educational Institutions

The College will send written reports concerning academic and disciplinary standing and other information including transcripts to other educational institutions only with the consent of the student concerned.

3. Inquiries from Investigators Representing Private or Governmental Agencies

In the event of inquiries from investigators, the following procedure is to be followed:

- (a) The investigator will be given a copy of the following statement:

TO: Investigators Representing Governmental or Private Agencies

RE: Student Records

Unless an investigator has written authorization from the individual who is the subject of an investigation, we will disclose only public information about the individual. We require, therefore, that the investigators obtain an authorization prior to visiting the College for the purpose of investigating a student's or a former student's records.

- (b) After the investigator has read the statement, he should be given any public information he requests. In addition, it is appropriate in response to a question to tell him whether we have a confidential file and verify any confidential information which he already has on the student he is investigating.
- (c) If the investigator has written authorization or if there are questions of interpretation, he should be referred to the Dean of Student Affairs.

4. Requests from Faculty Members

A faculty member may request information contained in permanent academic records when needed in discharge of his official duties. A faculty member may request confidential information with the student's consent, or when in the discretion of a counselor, dean, or other person mutually involved with the student, information should be released.

5. Requests from Parents

The College recognizes the legitimate interest of parents and guardians to consult with the professional staff about the academic and personal well-being of their sons, daughters, and wards. This consultation must be consistent with the basic policy regarding confidential student records.

6. Information about Organizational, Political, Racial, or Religious Affiliation

The College does not maintain records of members of student organizations. Organizational membership is not recorded in student records unless the student expressly requests the inclusion of such information. This is released only if the student so requests. Information relative to an individual's race or creed may be provided under circumstances dictated by law. Information about student views, beliefs, and political associations which professional staff acquire in the course of their work as instructors, advisors, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation.

For the purposes of communication with the College, student organizations are required to provide the Coordinator of Student Organizations with the names of the officers to whom communications are to be directed.

7. Academic Achievement

Academic eligibility of students being considered for membership in honor societies for honors, awards, or scholarships may be furnished the committee responsible for making the awards.

8. Research Information

Researchers have the right to study human phenomena and the responsibility to seek the cooperation of individuals and the College in a manner which clearly respects the right or privacy and the protection of anonymity. The confidentiality of the individual student's record is paramount. When there is any doubt about the identity of the student or the content of the data being safeguarded, the person's consent to use it shall be formally obtained.

9. Correction of Records

If a student feels that information contained in his record is inadequate or incorrect, he may file corrections for inclusion in the record. These shall be reviewed and either approved or rejected by the respective Area Director. The decision of the Area Director shall be subject to review by the respective Associate Dean of Student Affairs.

10. Student Review of Records

A student shall have the right to inspect the contents of his academic record in the presence of a professional staff member of the College who will assist in interpreting its content. While the transcript of grades earned at Central Connecticut State College may be viewed in the Registrar's Office, a student interested in inspecting his academic folder must contact the Registrar's Office for an appointment. Similarly, a student wishing to inspect any of his other folders which may exist (Placement, Financial Aid, Medical, etc.) may do so in consultation with the respective director of such area.

/mm

1 April 1974 (approved)

Instructions for access of Students to their records and recording those students who have seen their records.

1. Check the Student's I.D. card. (for full-time students)
No records will be shown to students unless the I.D. Card is shown.
2. For students not in attendance, use several facts to verify identity.
(birth date, address, social security number, driver's license, etc.)
3. No records are to be shown to the student by the clerical staff.
4. The student is entitled to see the entire contents of the folders,
(unless otherwise noted in Policy on Student Records).
5. Show the record to the student privately; and not in a group if the student comes in with several friends.
6. Do not allow the student to remove anything from his folder.
7. Record information on Record Sheet of those who have seen their records.

OFFICE i.e., Registrars, Financial Aid

Date	Name of Student	I.D.#	Interviewer	Reason

Appendix C

If the applicant is an entering first-time student at a post-high-school institution, complete only the 1975-76 columns of expenses and resources in 28 and 29.

28 TOTAL EXPENSES FOR STUDENT FOR: NINE TWELVE MONTHS
 RESIDENT COMMUTER

If the student is applying to more than one institution, do not complete A, C, D, and H.

	ACTUAL 1974-75	ESTIMATED 1975-76
A. TUITION AND FEES	\$ _____	\$ _____
B. BOOKS AND SUPPLIES	_____	_____
C. RENT OR BOARD, INCLUDING UTILITIES	_____	_____
D. FOOD OR BOARD AND HOUSEHOLD SUPPLIES	_____	_____
E. CLOTHING, LAUNDRY, AND CLEANING	_____	_____
F. MEDICAL AND DENTAL	_____	_____
G. OTHER EXPENSES	_____	_____
H. TRANSPORTATION <small>Own round trip railroad or air coach fare if a resident student, total commuting expenses if a commuter student.</small>	_____	_____
TOTAL	\$ _____	\$ _____

29 TOTAL RESOURCES FOR STUDENT FOR: NINE TWELVE MONTHS
 ACTUAL 1974-75 ESTIMATED 1975-76

	ACTUAL 1974-75	ESTIMATED 1975-76
A. RESOURCES FROM PARENTS OR GUARDIAN	\$ _____	\$ _____
B. GRANTS OR SCHOLARSHIPS (LIST SOURCES)	_____	* _____
_____	_____	* _____
C. SAVINGS FROM OFF-CAMPUS SUMMER EARNINGS	_____	_____
D. TERM TIME OFF-CAMPUS EARNINGS	_____	_____
E. VETERANS-G.I. BILL BENEFITS	_____	_____
F. SOCIAL SECURITY BENEFITS	_____	_____
G. EDUCATIONAL LOANS	_____	* _____
H. OTHER SOURCES (LIST BELOW)	_____	_____
_____	_____	_____
TOTAL	\$ _____	\$ _____

* Include in the 1975-76 column only the grants, scholarships, and loans you actually have been awarded.

STUDENT APPLICANT
 PRINT
 LAST NAME
 FIRST NAME
 MIDDLE INITIAL

30 PROVIDE BELOW INFORMATION FOR ALL CHILDREN YOU ENTERED IN 5B. DO NOT LEAVE BLANK. If you need additional space, use (31).

A. NAME (LIST STUDENT APPLICANT ON LINE 1)	B. AGE	C. CHECK IF LIVING WITH FAMILY	D. NAME OF PRESENT SCHOOL OR COLLEGE 1974-75	E. YEAR IN SCHOOL OR COLLEGE 1974-75	EDUCATIONAL EXPENSES 1974-75		FINANCIAL AID RECEIVED 1974-75		J. NAME OF INSTITUTION TO BE ATTENDED IN 1975-76 (LEAVE BLANK FOR STUDENT APPLICANT)	K. CHECK APPROPRIATE BOX IF ATTENDING IN 1975-76		
					F. TUITION AND FEES	G. ROOM AND BOARD	H. SCHOLARSHIPS OR GIFT AID	I. LOANS AND EMPLOYMENT		PUBLIC SCHOOL	PRIVATE SCHOOL	COLLEGE
1.					\$ _____	\$ _____	\$ _____	\$ _____	SAME AS ITEM 2			✓
2.												
3.												
4.												
5.												

31 USE THIS SPACE TO EXPLAIN ALL CIRCLED ITEMS AND ANY UNUSUAL CIRCUMSTANCES.

PARENTS' CERTIFICATION AND AUTHORIZATION

We declare that the information reported on this form, to the best of our knowledge, is true, correct, and complete. We authorize transmittal of copies of this form to the recipients named in Item 2 and the use of the form by the CSS as described under "General Information." We agree that to verify information reported in this form the CSS or any of the named recipients may request or obtain an official photostatic copy of our latest U.S. income tax return. We further agree to provide, if requested, any other official documentation necessary to verify information reported.

To assist the student in being considered for other financial aid, we authorize the release of the student's name and address to state, federal, and other nationally recognized student aid programs. YES 1 NO 2

To assist in the determination of financial need, we authorize the recipients named in Item 2 to discuss the information contained on this form with the student applicant. YES NO

WARNING: If this form is to be used in the process of establishing eligibility for federal student aid funds, you should know that intentionally false statements or misrepresentation may subject the filer to a fine or imprisonment, or to both, under provisions of the United States Criminal Code.

SIGNATURES OF _____ DATE _____
 BOTH PARENTS
 (OR GUARDIAN)

SAMPLE FILLED-IN PCS

PARENTS' CONFIDENTIAL STATEMENT (PCS)

IMPORTANT: Please do not write the number of children in the program and entered in the space provided.

Read instructions carefully before completing this form.
 Academic Year 1975-76
 Do not send to CSS after December 1, 1975.

1A	STUDENT	LAST NAME	MARLY	DATE OF BIRTH	01/25/57	SEX	F	EDUCATIONAL LEVEL	1
1B	STUDENTS	STUDENT'S PRESENT ADDRESS	1125 MAIN STREET	CITY	OHIO	STATE	OH	ZIP CODE	43121
1C	STUDENTS	STUDENT'S HOME ADDRESS	1070	CITY	OHIO	STATE	OH	ZIP CODE	43121

1D Student's year in college or post-high school institution during 1975-76 (check only one box): 1 FIRST 2 SECOND 3 THIRD 4 FOURTH OR FIFTH 5 GRADUATED

1E Parents: 1 FATHER 2 MOTHER 3 STEPFATHER 4 STEPMOTHER 5 OTHER (check any) 6 PATRONS DIVORCED 7 STUDENT HAS LEGAL GUARDIAN (what name parent) 8 FATHER UNABLE TO WORK 9 PATRONS DIVORCED (check any)

1F Complete names, addresses, and CSS code numbers of the institutions and programs to which copies of the PCS are to be sent. Do not leave name and address area blank. Obtain code numbers from the CSS Code list provided. If any institution or program you name is not listed, leave the CSS code number box blank.

NAME	STATE	CITY	CSS CODE NO.
BRADLEY UNIVERSITY, PEORIA, IL	IL	1070	1593
OHIO UNIVERSITY, ATHENS, OH	OH	1593	1593
SAN DIEGO STATE UNIVERSITY, SAN DIEGO, CA	CA	1682	1682
COLLEGE OF WILLIAMSBURG, WILLIAMSBURG, VA	VA	GI15	GI15

1G How many children dependent on you? 58 How many other dependents did or will you claim as dependent on you? 59 How many children (not including the student) are attending a college or post-high school institution during 1975-76? 60 How many other dependents did or will you claim as dependent on you? 61 How many other dependents did or will you claim as dependent on you? 62 How many other dependents did or will you claim as dependent on you? 63 How many other dependents did or will you claim as dependent on you?

64 Do you own all or part of a business, or are you a partner, operator, or partner?

65 If YES complete SUPPLEMENT 1. If a SURETY COMPANY, YES NO

66 Do you own all or part of a business, or are you a partner, operator, or partner?

67 If YES complete SUPPLEMENT 2. If a SURETY COMPANY, YES NO

11 HAVE YOU GIVEN OR BEEN PROMISED (a) A CAR OR OTHER MOTOR VEHICLE? (b) A HOUSE OR OTHER REAL ESTATE? (c) A LIFE INSURANCE POLICY? (d) A BUSINESS OR PARTNERSHIP? (e) OTHER INVESTMENTS (STOCKS, BONDS, SAVINGS AND CHECKING ACCOUNTS)?

12 HAVE YOU GIVEN OR BEEN PROMISED (a) A CAR OR OTHER MOTOR VEHICLE? (b) A HOUSE OR OTHER REAL ESTATE? (c) A LIFE INSURANCE POLICY? (d) A BUSINESS OR PARTNERSHIP? (e) OTHER INVESTMENTS (STOCKS, BONDS, SAVINGS AND CHECKING ACCOUNTS)?

13 DO YOU HAVE ANY OTHER DEPENDENTS (a) UNDER 18? (b) OVER 18? (c) OVER 18? (d) OVER 18? (e) OVER 18?

14 DO YOU HAVE ANY OTHER DEPENDENTS (a) UNDER 18? (b) OVER 18? (c) OVER 18? (d) OVER 18? (e) OVER 18?

15 DO YOU HAVE ANY OTHER DEPENDENTS (a) UNDER 18? (b) OVER 18? (c) OVER 18? (d) OVER 18? (e) OVER 18?

16 DO YOU HAVE ANY OTHER DEPENDENTS (a) UNDER 18? (b) OVER 18? (c) OVER 18? (d) OVER 18? (e) OVER 18?

17 DO YOU HAVE ANY OTHER DEPENDENTS (a) UNDER 18? (b) OVER 18? (c) OVER 18? (d) OVER 18? (e) OVER 18?

18 DO YOU HAVE ANY OTHER DEPENDENTS (a) UNDER 18? (b) OVER 18? (c) OVER 18? (d) OVER 18? (e) OVER 18?

19 DO YOU HAVE ANY OTHER DEPENDENTS (a) UNDER 18? (b) OVER 18? (c) OVER 18? (d) OVER 18? (e) OVER 18?

20 DO YOU HAVE ANY OTHER DEPENDENTS (a) UNDER 18? (b) OVER 18? (c) OVER 18? (d) OVER 18? (e) OVER 18?

21 DO YOU HAVE ANY OTHER DEPENDENTS (a) UNDER 18? (b) OVER 18? (c) OVER 18? (d) OVER 18? (e) OVER 18?

22 DO YOU HAVE ANY OTHER DEPENDENTS (a) UNDER 18? (b) OVER 18? (c) OVER 18? (d) OVER 18? (e) OVER 18?

23 DO YOU HAVE ANY OTHER DEPENDENTS (a) UNDER 18? (b) OVER 18? (c) OVER 18? (d) OVER 18? (e) OVER 18?

24 DO YOU HAVE ANY OTHER DEPENDENTS (a) UNDER 18? (b) OVER 18? (c) OVER 18? (d) OVER 18? (e) OVER 18?

25 DO YOU HAVE ANY OTHER DEPENDENTS (a) UNDER 18? (b) OVER 18? (c) OVER 18? (d) OVER 18? (e) OVER 18?

If the applicant is an entering first-time student at a post-high school institution, complete only the 175-76 columns of expenses and resources in 28 and 29.

28 TOTAL EXPENSES FOR STUDENT FOR: 12 MONTHS 24 MONTHS

29 TOTAL RESOURCES FOR STUDENT FOR: 12 MONTHS 24 MONTHS

30 PROVIDE BELOW INFORMATION FOR ALL CHILDREN YOU ENTERED IN 52. DO NOT LEAVE BLANK. IF YOU NEED ADDITIONAL SPACE, USE 31

NAME	AGE	SEX	DATE OF BIRTH	RELATIONSHIP	RESOURCES	EXPENSES
MARLY	17	F	01/25/57	STUDENT	150	150
MARLY	16	F	01/25/57	STUDENT	150	150
MARLY	15	F	01/25/57	STUDENT	150	150
MARLY	14	F	01/25/57	STUDENT	150	150
MARLY	13	F	01/25/57	STUDENT	150	150
MARLY	12	F	01/25/57	STUDENT	150	150
MARLY	11	F	01/25/57	STUDENT	150	150
MARLY	10	F	01/25/57	STUDENT	150	150
MARLY	9	F	01/25/57	STUDENT	150	150
MARLY	8	F	01/25/57	STUDENT	150	150
MARLY	7	F	01/25/57	STUDENT	150	150
MARLY	6	F	01/25/57	STUDENT	150	150
MARLY	5	F	01/25/57	STUDENT	150	150
MARLY	4	F	01/25/57	STUDENT	150	150
MARLY	3	F	01/25/57	STUDENT	150	150
MARLY	2	F	01/25/57	STUDENT	150	150
MARLY	1	F	01/25/57	STUDENT	150	150

31 USE THIS SPACE TO EXPLAIN ALL CIRCLED ITEMS AND ANY UNUSUAL CIRCUMSTANCES.

32 FATHER RECEIVED A RAISE. MOTHER WORKS PART TIME. DUE TO ILL HEALTH, SHE WILL NOT WORK AS MANY HOURS NEXT YEAR.

33 MR. BRADY'S UNION DUES.

34 BLUE CROSS 280, VARIOUS DOCTORS 150, DENTIST 100, BRASSES 35, DRUGS 35. THIS IS ABOUT WHAT WE SPEND EACH YEAR.

35 H. TERMINATE CONTROL. WE LIVE IN AN OLD HOUSE AND MUST HAVE TERMINATE INSPECTION EACH YEAR.

36 WE STILL OWE HSP/THL FOR NANCY'S OPERATED LAST SUMMER'S EXPERT TO COMPLETE PAYMENT IN 1975.

37 25 1971 FORD

38 PARENTS' CERTIFICATION AND AUTHORIZATION

39 I, the undersigned, certify that the information furnished herein is true and correct to the best of my knowledge and belief, and I authorize the institution named herein to use the same for the purpose of determining the student's eligibility for financial aid.

40 I, the undersigned, certify that the information furnished herein is true and correct to the best of my knowledge and belief, and I authorize the institution named herein to use the same for the purpose of determining the student's eligibility for financial aid.

41 I, the undersigned, certify that the information furnished herein is true and correct to the best of my knowledge and belief, and I authorize the institution named herein to use the same for the purpose of determining the student's eligibility for financial aid.

42 I, the undersigned, certify that the information furnished herein is true and correct to the best of my knowledge and belief, and I authorize the institution named herein to use the same for the purpose of determining the student's eligibility for financial aid.

43 I, the undersigned, certify that the information furnished herein is true and correct to the best of my knowledge and belief, and I authorize the institution named herein to use the same for the purpose of determining the student's eligibility for financial aid.

44 I, the undersigned, certify that the information furnished herein is true and correct to the best of my knowledge and belief, and I authorize the institution named herein to use the same for the purpose of determining the student's eligibility for financial aid.

45 I, the undersigned, certify that the information furnished herein is true and correct to the best of my knowledge and belief, and I authorize the institution named herein to use the same for the purpose of determining the student's eligibility for financial aid.

46 I, the undersigned, certify that the information furnished herein is true and correct to the best of my knowledge and belief, and I authorize the institution named herein to use the same for the purpose of determining the student's eligibility for financial aid.

47 I, the undersigned, certify that the information furnished herein is true and correct to the best of my knowledge and belief, and I authorize the institution named herein to use the same for the purpose of determining the student's eligibility for financial aid.

48 I, the undersigned, certify that the information furnished herein is true and correct to the best of my knowledge and belief, and I authorize the institution named herein to use the same for the purpose of determining the student's eligibility for financial aid.

49 I, the undersigned, certify that the information furnished herein is true and correct to the best of my knowledge and belief, and I authorize the institution named herein to use the same for the purpose of determining the student's eligibility for financial aid.

50 I, the undersigned, certify that the information furnished herein is true and correct to the best of my knowledge and belief, and I authorize the institution named herein to use the same for the purpose of determining the student's eligibility for financial aid.

To the Parents or Guardian

You, the parents or guardian whose financial situation is being reported on the PCS, must complete this authorization or check the box below before mailing the PCS to the CSS. If you are required to file a 1974 return, be certain to provide all requested information and to sign and date the authorization. If you are not required to file a 1974 return, leave the authorization blank and check here

Do not detach the authorization from this page.

PARENTS' AUTHORIZATION

for CSS to obtain a copy of 1974 U.S. Individual Income Tax Return

NAMES AND ADDRESS OF TAXPAYERS AS SHOWN OR TO BE SHOWN ON RETURN:	SOCIAL SECURITY OR EMPLOYER IDENTIFICATION NUMBER:	FOR IRS USE ONLY Mail photocopies to: College Scholarship Service Box 176 Princeton, NJ 08540
	INTERNAL REVENUE OFFICE WHERE RETURN WAS OR WILL BE FILED:	
SIGNATURES OF TAXPAYERS:		DATE:

PCS Mailing Instructions

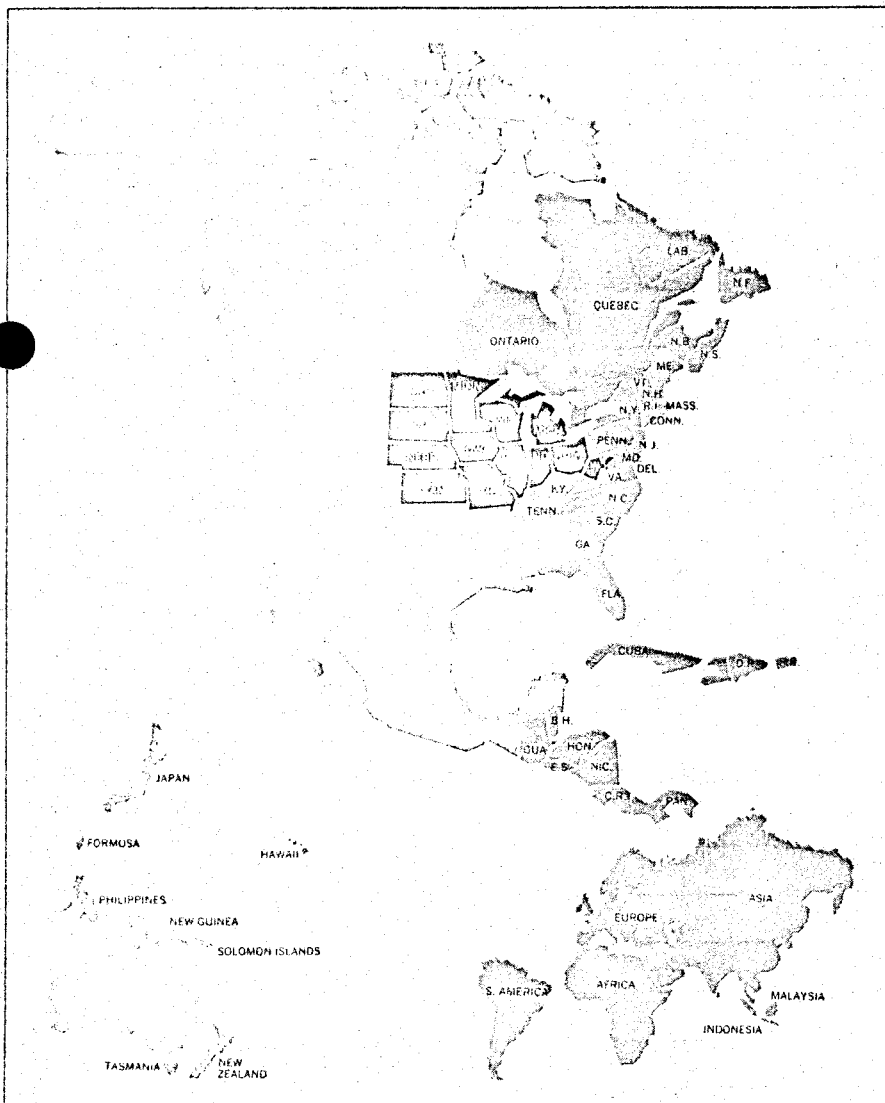
Mail *this* Parents' Confidential Statement and, if applicable, a Supplement to the appropriate College Scholarship Service address listed below. If you live within the light gray area of the map, send your PCS to the CSS office in Princeton; in the black area, to the office in Evanston; in the green area, to the office in Berkeley.

Before Mailing

Before you mail the completed PCS and a Supplement, if applicable, be certain you have:

- entered the CSS code numbers on all documents submitted
- signed and dated the forms, including the above authorization
- folded the form so that the parents' financial information is facing out
- enclosed the correct fee

Any PCS received without the correct fee or without signatures will be returned to you.



College Scholarship Service

- Box 176, Princeton, New Jersey 08540
- Box 881, Evanston, Illinois 60204
- Box 1501, Berkeley, California 94701



**COLLEGE SCHOLARSHIP SERVICE
OF THE COLLEGE ENTRANCE EXAMINATION BOARD**

CONFIDENTIAL STATEMENT (PCS)

IMPORTANT: Check the box next to the number of institutions (A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z) from 1 below and enclose the fee indicated.

Year 1975-76

Do not complete this form until you have received the PCS from the Department of Education, Washington, D.C.

- 1 \$4.00 3 \$ 8.50 5 \$13.00
- 2 \$6.25 4 \$10.75 6 \$15.25

A STUDENT IDENTIFICATION

1 M 2 F MO. DAY YEAR SOCIAL SECURITY NUMBER

3 Is student married? NO YES

4 Is student a U.S. citizen? NO YES

5 If no, what is student's visa status? _____

B STUDENT'S PERMANENT MAILING ADDRESS

NAME CITY STATE ZIP CODE

10 Student's year in college or post-high-school institution during 1975-76 (check only one box): 1 FIRST 2 SECOND 3 THIRD 4 FOURTH OR FIFTH 5 GRAD / PROF.

1E PARENTS 1 FATHER 3 STEPFATHER 5 PARENTS SEPARATED 7 STUDENT HAS LEGAL GUARDIAN (other than parents)

Check if living: 2 MOTHER 4 STEPMOTHER Check any that apply: 6 PARENTS DIVORCED 8 FATHER UNABLE TO WORK

If other unusual family circumstances exist, explain in _____

2 Enter complete names, addresses, and CSS code numbers of the institutions and programs to which copies of the PCS are to be sent. Do not leave name and address area blank. Obtain code numbers from the CSS Code List provided. If any institution or program you enter is not listed, leave the CSS code number box blank.

NAME	CITY	STATE	CSS CODE NO.	NAME	CITY	STATE	CSS CODE NO.

3A NAME AGE **3B** NAME AGE

HOME ADDRESS HOME ADDRESS

OCCUPATION TITLE OCCUPATION TITLE

EMPLOYED BY YEARS WITH COMPANY EMPLOYED BY YEARS WITH COMPANY

4 Did or will you file a joint U.S. Individual Income Tax Return for 1973? Yes No for 1974? Yes No

5A How many dependent children did or will you claim as U.S. income tax exemptions (Do not leave blank.) for 1974?

5B How many children (list all by name in 30) including the student, will be dependent on you for support (Do not leave blank.) for 1975?

5C How many children entered in 5B will be attending a college or post-high-school institution (Do not leave blank.) during 1975-76?

5D How many other dependents did or will you claim as U.S. income tax exemptions (Do not include anyone entered in 3A, 3B, 5A, 5B, 5C, or 30. Explain entries of one or more in 30. Do not leave blank.) for 1974?

for 1975?

6 Do you own all or part of a business, or are you a farm or ranch owner, operator, or farm tenant? NO 1 YES 2

► If YES, COMPLETE SUPPLEMENT A OR B BEFORE GOING ON TO 7.

	TOTAL 1973	TOTAL 1974	ESTIMATED 1975
7 TAXABLE INCOME BEFORE DEDUCTIONS			
A. Wages, salaries, tips and other compensation			
Father, stepfather, or male guardian	\$	\$	\$
Mother, stepmother, or female guardian	\$	\$	\$
B. Dividends and interest income (See instructions.)	\$	\$	\$
C. Net profit from business or farm	\$	\$	\$
D. Other taxable income (Itemize and give dollar amounts in 7D.)	\$	\$	\$
8 Add 7A, 7B, 7C, and 7D	\$	\$	\$
9 EMPLOYEE BUSINESS EXPENSE (Itemize and give dollar amounts in 9A.) Do not include expenses entered on Supplement A or B.	\$	\$	\$
10 Subtract 9 from 8	\$	\$	\$
11 NONTAXABLE INCOME (See instructions.)			
A. Social Security benefits (Report student's educational benefits only in 27A.)	\$	\$	\$
B. Veterans benefits (Report student's educational benefits only in 27B.)	\$	\$	\$
C. Welfare benefits (Report student's educational benefits only in 27C.)	\$	\$	\$
D. Other nontaxable income (Itemize and give dollar amounts in 11D.)	\$	\$	\$
12 TOTAL INCOME (Add 10, 11A, 11B, 11C, and 11D.)	\$	\$	\$
MEDICAL AND DENTAL EXPENSES NOT COVERED BY INSURANCE PLUS MEDICAL INSURANCE PREMIUMS (Itemize and give dollar amounts in 13.)	\$	\$	\$
14 EMERGENCY EXPENSES (See instructions, itemize, and give dollar amounts in 14.)	\$	\$	\$
15 U.S. INCOME TAX PAID (See instructions. Do not include any tax overpaid.)	\$	\$	\$
16 STATE INCOME TAX PAID (See instructions. Do not include any tax overpaid.)	\$	\$	\$

17 HOME IF OWNED OR BEING PURCHASED (Do not include amounts entered on Supplement A or B.)

YEAR PURCHASED: 19 _____ PURCHASE PRICE: \$ _____

TOTAL FIRE INSURANCE ESTIMATE OF PRESENT MARKET VALUE UNPAID MORTGAGE PRINCIPAL

18 OTHER REAL ESTATE (Describe in 18.) Do not include amounts entered on Supplement A or B.

19 CASH, SAVINGS, AND CHECKING ACCOUNTS

20 OTHER INVESTMENTS (present market value) (Itemize and give dollar amounts in 20.)

21 BUSINESS OR FARM IF OWNED (Complete A, B, and C below.)

A. Total assets for 1974 from Supplement A, line 10, or Supplement B, line 12

B. Total indebtedness for 1974 from Supplement A, line 12, or Supplement B, line 14

C. Percent of ownership for 1974 from Supplement A, line 14, or Supplement B, line 16

22 DEBT OUTSTANDING (See instructions, itemize, state purpose, and give dollar amounts in 22.)

Amount of 22 to be paid during 1975

23 ANNUAL RENT OR MORTGAGE PAYMENTS ON FAMILY RESIDENCE (If none explain in 23.)

24 FACE VALUE OF PARENTS' LIFE INSURANCE POLICIES

25 TOTAL CAR INDEBTEDNESS (List make and year of family cars in 25.)

26 ASSETS (as of July 1, 1975)

A. SAVINGS (Do not include 1975 summer earnings.)

B. OTHER (endowments, trusts, inheritances, etc.)

27 MONTHLY EDUCATIONAL BENEFITS (to be received between July 1, 1975 and June 30, 1976)

A. Social Security payments PER MONTH

B. Veterans GI BILL payments PER MONTH

C. Other PER MONTH

AREA OF STUDENT AFFAIRS

Office of the Dean

December 9, 1971

M E M O R A N D U M

TO: All Members of the Faculty

FROM: Richard L. Judd, Dean, Student Affairs

SUBJECT: CORRECTION — Statement Of Policy
Part III, Section B, Paragraph 1

Please amend Part III, Section B, Paragraph 1, of the Statement of Policy to read as follows:

A Placement Credential File shall be developed and maintained on registered students and alumni. Placement credentials shall be processed and mailed to any prospective employer upon request from the registrant. A fee of one dollar shall be assessed for each copy of placement papers processed and mailed beyond the number of ten copies. Each placement set shall consist of the following credentials:"

PWT:jf
cc: President's Cabinet

AREA OF STUDENT AFFAIRS

Office of the Dean

November 22, 1971

M E M O R A N D U M

TO: All Members of the Faculty
FROM: Richard L. Judd, Dean, Student Affairs
SUBJECT: STATEMENT OF POLICY

The attached, dealing with the policy of Career Counseling and Placement, is placed in effect as of this date and is transmitted to you for your information.

RLJ:jf
cc: President's Cabinet

Area of Student Affairs
Office of Career Counseling and Placement

Statement of Policy

I. Introduction

An operation affecting a large number of individuals and groups (including students, alumni, faculty, staff, and employers) must be guided by a definite comprehensive, and duly authorized statement of policy. The operation, philosophy and purpose, its specific functions and services, and its relationship to all parties involved, should be defined and described by the statement which should be made available to all concerned.

II. Philosophy

In as much as the institution's purpose and philosophy embody assisting the student in his preparation to fulfill a meaningful occupational position in society, the college accordingly is not only committed to equip the student for some type of productive employment, but is also morally obligated to help him find that employment as well.

Implicit in this philosophy is the maintenance and operation of an adequate career counseling and placement function which is accepted as an integral part of the educative process. This function must plan, coordinate, and implement the institution's effort toward realizing this goal which shall include providing a complete career counseling and placement service to all registered students and alumni.

III. Implementation of Philosophy

A. Career Counseling Service

1. Career Counseling shall be available to all students and alumni who need assistance in assessing needs, aptitudes, interests, training and background in terms of future endeavors.
2. Career Guidance shall be available to all students and alumni who need assistance in writing letters of application and resumes, interviewing techniques, locating and interpreting occupational information, understanding job market trends, and devising strategies for seeking and obtaining employment.
3. Group Conferences and Seminars shall be planned for all students. These activities shall be designed to deal with problems that many of the students have in common with one another. The group conferences shall seek specifically to expose students to all available career options for particular majors and to the great diversity of occupations that exist in various areas of business, industrial, educational, and governmental employment.

B. Placement Service

1. A Placement Credential File shall be developed and maintained on registered students and alumni. Placement credentials shall be processed and mailed to any prospective employer upon request from either the registrant or the employer. A fee of one dollar shall be assessed for each copy of placement papers processed and mailed beyond the number of ten copies. Each placement set shall consist of the following credentials:
 - a. Three professional references from parties duly designated by the registrant.
 - b. One copy of the registrant's student teaching evaluation report, if applicable.
 - c. One copy of an unofficial seven-semester college transcript.
 - d. One copy of biographical data on the registrant.
 - e. The credentials in the placement sets may be modified upon request by the registrant and upon approval by the Director.
 - f. The Placement Credential file, in accord with the provisions of the Connecticut General Statutes, Sec. 1-19, is open to the subject of the file. Persons submitting recommendations, etc. shall be advised of this provision.
2. A Candidate List bearing the name, address, telephone number, major, minor, concentrate and specific occupational and geographical preferences of each unplaced registrant shall be compiled and forwarded to a selected number of prospective employers.
3. Information on Employment Opportunities and Vacancies shall be solicited from a selected number of employers and filed. This data shall be up-dated and mailed out on a periodic basis to all interested registrants.
4. Employment Interviews, on campus, with employer representatives shall be available to registrants seeking employment upon graduation from college. Eligible employers from educational, business, industrial, and governmental institutions shall be both encouraged and invited to visit the college for recruiting purposes.

C. Informational Service

1. An Industrial Relation File containing pertinent information on various companies in the different fields of employment will be made accessible to all students and alumni needing this type of literature.

STATEMENT ON RIGHTS, FREEDOMS AND RESPONSIBILITIES OF STUDENTS

Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. In line with this purpose, the College has the duty to protect the dispensable freedoms of inquiry and expression and furthermore has the responsibility to encourage all of its members in developing the capacity for critical judgment in their sustained and independent search for truth.

The formulation of detailed procedures for securing the student's freedom to learn is the responsibility of each institution and must be in harmony with the educational purpose of the institution and will vary from campus to campus. The most basic concept of order or government is expressed as policy in order to allow a community to carry out its functions. The responsibility for such government becomes the responsibility of each individual in that community.

I. In The Classroom

Right to Freedom of Expression

Each student is free to take reasoned and reasonable exception—without interference—to data and views presented in any course and free from arbitrary dismissal from that course. It shall be understood that part of any course content may involve development of motivation to learn, guidance in independent study and encouragement of the student to develop his fullest potential. The student's responsibility is to exercise his freedom of expression within orderly procedures consistent with the situation and in a manner that reflects thought, scholarly analysis and knowledge of the course material.

Right to Adequate Instruction

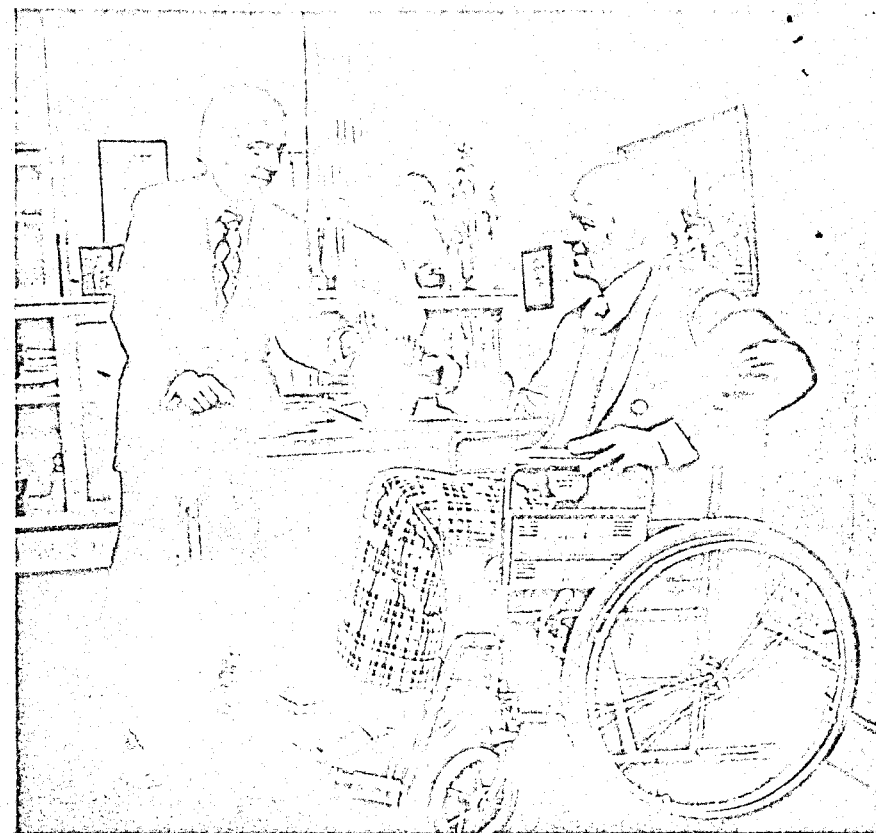
Each student has the right to be instructed by a professor who presents course material relevant to his discipline and maintains established standards for academic performance. Moreover, each student has a right to professors who are adequately prepared for class and accessible for individual conferences. It is the responsibility of the student to profit from adequate instruction, seeking individual help when needed and preparing before class so that he may fully understand the nature of the material presented.

Right to Proper Academic Evaluation

Each student has the right to be evaluated entirely upon the basis of his academic performance and not on opinion or conduct on matters not related to academic standards. This right shall be guaranteed by orderly, clearly defined procedures. Each student has the right to see and have explained to him evaluated material so that he can know his strong and weak points. It is the student's responsibility to know the basis for evaluation and to understand the procedures.

II. Student Records and Disclosure

Institutions shall have a carefully considered policy as to the information which should be a part of a student's permanent educational record and as to the conditions of its disclosure. To minimize the risk of improper disclosure, academic and disciplinary records shall be sep-



- arate and the conditions of access to each shall be set forth in an explicit policy statement. Transcripts of academic records shall contain only information about academic status. Data from academic, disciplinary, and counseling files shall not be available to unauthorized persons on campus or to any person off campus without the express consent of the student involved except under legal compulsion.
- B. Academic records and recommendations are permanently on file at the college. No records shall be kept which reflect the political activities or political beliefs of students. Provision shall also be made for routine destruction of disciplinary records after seven years from graduation. Administrative staff and student personnel officers shall respect confidential information about students which they acquire in the course of their work.
 - C. Disciplinary records of students who leave the college without graduating may be saved for no more than seven years for reference in the event a student applies for reentry to the institution.
 - D. Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisers, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.



STATE OF CONNECTICUT

BOARD OF TRUSTEES FOR THE STATE COLLEGES

P. O. BOX 2008

NEW BRITAIN, CONNECTICUT 06050

TEL. NEW BRITAIN: 203-229-1607

TEL. HARTFORD: 203-566-7373

May 12, 1975

TO: College Presidents: Dr. Haas, Dr. James, Dr. Jennings and Dr. Webb
FROM: Clinton M. Ritchie, Executive Officer for Academic Affairs
CONCERNING: Implementation of Resolution SCR #75-7 (Access to Records of Students on the State College Campuses)

Attached is a copy of the Trustees' resolution on Access to Records of Students as passed on April 11, 1975. As drafts of the specified material are readied, I shall be happy to receive them in preparation for review by the Personnel Committee. Their next meeting is scheduled for June 2, 1975.

The material from Southern is already in hand.

Current pending legislation with potential bearing on this matter is not yet available. The bill number is 5087. It will incorporate refinements drawn from a dozen proposed bills. Copies will be sent for your study by your staff.

CMR/eh
enc.

cc: Mr. Wood, Chairman, Personnel Committee
Mr. Mariconda, Chairman and Members of the Student Advisory Board
Dr. Frost



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

1280 ASYLUM AVENUE HARTFORD, CONNECTICUT 06105

March 17, 1975

TO: F. Don James, Chairman, Council of Presidents

FROM: Clinton M. Ritchie, Executive Officer for Academic Affairs

CONCERNING: Resolution Covering Policy on Access to Records

The attached resolution has been drafted to meet our Right to Know compliance with State and Federal statutes.

It has been reviewed with the campus contact persons as identified by the Presidents. They feel it adequate and sound.

The Deans of Student Affairs agreed to develop a listing of the specific elements on which all local statements will be structured. In this way each campus will send in fairly parallel statements in response to this resolution, if it is adopted.

We hope to place the matter on the March agenda of the Personnel Committee. If there are questions, please call me.

CMR/eh
enc.

cc: Presidents Haas, Jennings, and Webb
Dr. Frost
Dr. Clow



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

1280 ASYLUM AVENUE HARTFORD, CONNECTICUT 06105

November 27, 1974

TO: Chancellor Louis Rabineau, Commission for Higher Education

FROM: Dr. Clinton M. Ritchie, Associate Executive Secretary,
Board of Trustees for the State Colleges

SUBJECT: Questions Re: Conn. Right-to-Know Law (Buckley Amendment)

The questions listed on the attached page were developed by the Placement Directors of the State Colleges and the University of Connecticut.

CMR.eh
enc.

Questions Re: Conn. Right-to-Know Law

- 1) Is the Connecticut "Right-to-Know" Law, Section 1-19 and 1-20, "retroactive" in its application, i. e. are previously obtained confidential letters of recommendation kept in a candidate's placement file, now considered to be non-confidential?
- 2) Whose property are these previously "confidential" letters?
 - a.) Are they the property of the candidate?
 - b.) Are they the property of the University and therefore the responsible custodian of the file?
 - c.) Are they the property of the author?
- 3.) Can the custodian of a placement file remove a letter from a candidate's file, acting in the best interests of the candidate?
 - a.) If this is done, must it be done with the candidate's knowledge and prior permission?
 - b.) Must the author be notified in such an instance?
- 4.) If a candidate requests access to the file containing previously obtained confidential references, may the custodian of the file demand a waiver from the candidate, protecting the individual authors from any possible charges of libel arising from the disclosure of the file to the candidate?
- 5.) If as an outcome of the disclosure of a previously "confidential" letter, the subject of that letter brings suit against the author; is the custodian and the agency maintaining the letter in a file for the subject, equally or to any degree subject to the same charges brought against the author?
- 6.) Preferred (recommended) procedure by which to eliminate outdated confidential material from files?



STATE OF CONNECTICUT

COMMISSION FOR HIGHER EDUCATION

P.O. Box 1320

HARTFORD, CONNECTICUT 06101

AREA CODE 203 566-3913

November 18, 1974

TO: Searle F. Charles
Glenn W. Ferguson
James A. Frost ✓
Bernard D. Shea
Clinton E. Tatsch

*Dr. Pritchard
Ferguson
J.A.*

RECEIVED

NOV 19 1974

BOARD OF TRUSTEES
FOR THE STATE COLLEGES

FROM: Louis Rabineau

Following our luncheon on Wednesday, November 6, at the Parma, I spoke with Perrie Phillips, Deputy Attorney General, expressing our concerns in higher education with the following:

- (a) Buckley amendment
- (b) State provisions regarding access to records, and
- (c) The broader question of "right to know" application in higher education to matters, including executive sessions of board and committee meetings.

I shared with Mr. Phillips our interest in having a discussion with representatives from the Attorney General's office on this matter in order to air concerns and obtain some informal indications of legal limits and opportunities.

Mr. Phillips suggested that before such a get-together, it would be most helpful to have for the Attorney General's office the following:

1. A draft of recommended policies suggested by the higher educational system. In this regard, he felt that John Hill at the University of Connecticut could be most helpful.*
2. At the minimum, a delineation of the specific questions unresolved in reviewing the federal and state provisions on the subject of "right to know" with special regard to higher education.

Pursuant to item 2 above, would you please supply whatever questions you might have on this matter to either John Hill or me. Should you have any suggestions for recommended policies, these also should be included.

*Glenn has indicated that he would talk with John Hill about this.

November 18, 1974

Should you have any responses to the above, could you please send them by Friday, November 29, so that we can move on this?

Thanks.

LR

P.S. Attached is a memorandum of November 1 from the Office of the General Counsel at Harvard on the subject of the Buckley amendment. Because of the additional limits established in Connecticut's law, obviously all of Mr. Steiner's comments could not be applicable in Connecticut. However, I thought you would find the memorandum of interest.

CENTRAL CONNECTICUT STATE COLLEGE
New Britain, Connecticut

JAN 3 1975

Policy on Faculty Records/Files

A "professional file" for every full-time member of the unclassified staff of the College is retained in the President's Office. The file contains a letter of appointment from the President, faculty member's acceptance of appointment, application, birth and health certificates, transcripts, letters of reference, and in some cases, placement papers. Since the "right-to-know law" was passed the following procedure was established: when a set of placement papers is received, the attached letter is sent to the university placement office offering the option of keeping the confidentiality of the papers. In all cases, the placement file was returned when so requested. A set of placement papers received prior to the "right-to-know law" has remained in the files.

The "professional file" also includes other items pertaining to the individual such as: rating sheets, materials dealing with promotion requests, sabbatical leave requests, and a faculty personnel record (an instrument developed by the College which is updated each year, containing in concise form all information regarding degrees, experience, and other biographical detail).

The files are maintained by the staff in the President's Office and are more or less regarded as confidential and valuable since it would be extremely difficult, if not impossible to replace materials if they are lost or stolen. They are kept in a cabinet with a special lock. The cabinet which is not fireproof is locked whenever the secretary is out of the office.

Prior to enactment of the "right-to-know law" no one except the deans and Vice President for Academic Affairs had access to a professional file. At the present time the file is open to the individual concerned, as well as his department chairman. It is policy that the file not be removed from the President's Office for security reasons; that no materials be removed from the file without permission; and that the file be reviewed at any time during the business day in the President's Office. Particularly at promotion time, faculty will ask to review a file and take notes. Deans and department chairmen will also ask to study an individual's file in order to formulate an opinion or recommendation regarding promotion.

A separate file containing payroll, insurance, and Blue Cross information is kept in the Personnel Office.

F. Don James
1/2/75



CENTRAL CONNECTICUT STATE COLLEGE
New Britain, Connecticut

Office of the President

Gentlemen:

According to the "Right-to-Know" Law of the State of Connecticut and the interpretation of the Attorney General of the State, all persons have the right to see their personnel file, including confidential references and placement papers.

This information is being sent to you inasmuch as we have received the Placement Papers from you for _____ who is being appointed to a position at Central Connecticut State College. If you desire that these papers remain confidential from _____, please indicate to me accordingly and we will return them to you.

Sincerely yours,

A handwritten signature in cursive script that reads "F. Don James".

F. Don James
PRESIDENT

fdj:lp

CENTRAL CONNECTICUT STATE COLLEGE
New Britain, Connecticut
Area of Student Affairs

POLICY ON STUDENT RECORDS

The College accumulates data and keeps records to enable faculty and administrators to plan educational opportunities to meet the needs of the individual student, to better understand the students, to counsel more effectively with them, and to assist them in placement in graduate education or employment after graduation. Because the scope and number of requests from external agencies for information about students is increasing the following policy for the utilization of student records is issued. The purpose of this policy is to outline the development, maintenance, and use of student records. Individual offices may develop more detailed policies regarding student records as long as such policies are not inconsistent with this policy and will be filed in the Office of the Dean of Student Affairs. All policies will be evaluated annually by the Office of the Dean of Student Affairs. This policy is promulgated in accord with Part II of the Statement of Rights, Freedoms and Responsibilities of Students.

GENERAL PRINCIPLES GOVERNING USE OF STUDENT RECORDS

The following principles guide the professional staff of the College in the utilization of student records.

A. Need for Records. Unless a demonstrable need for a record is established which is reasonably and justifiably related to the basic purposes and necessities of the College, no records will be made or maintained.

B. Confidentiality. In its relations with students the College will preserve the confidential character of communications and records so as to insure that its educational counseling processes are carried forward in the most effective possible manner.

The obligation of confidentiality is relative rather than absolute since there are conditions which can alter it. This obligation may lapse when the common welfare of the College community or the welfare of the individual demands revelation such as in the case of suicidal preoccupations, expressed homicidal thoughts or actions, commissions of a felony or similar cases. Likewise, material which is already public or can easily become so is not bound by confidentiality.

The acquisition and dissemination of information for records is based on a respect and concern for the privacy and protection of the individual student. All persons handling records shall be advised of the confidential nature of such information and their responsibilities in this regard. Evaluation and interpretation of information about a student shall be done by a professional or qualified staff person.

C. Release of Information. No information in any student file may be released to anyone except with the prior written consent of the student concerned or as stated below:

The following data may be given any inquirer; school or division of enrollment, periods of enrollment, and degrees awarded, honors, major field, and date.

If an inquiry is made in person or by mail, the following information may be given in addition to that in the above paragraph; address and telephone number.

Properly identified officials from federal, state and local government agencies may be given the following information upon express request in addition to that in the above two paragraphs; name and address of parent or guardian if student is a minor, and any information required under legal compulsion.

Unless under legal compulsion, personal access to a student's file shall be denied to any person making an inquiry.

1. Requests from Prospective Employers

The College will respond to inquiries for non-public or non-directory type information only with the written consent of the student concerned. Information submitted by applicants to the Office of Career Counseling and Placement is considered to be confidential and will be released subject to conditions stipulated by the applicant and the Office of Career Counseling and Placement at the time of registration.

2. Requests from Other Educational Institutions

The College will send written reports concerning academic and disciplinary standing and other information including transcripts to other educational institutions only with the consent of the student concerned.

3. Inquiries from Investigators Representing Private or Governmental Agencies

In the event of inquiries from investigators, the following procedure is to be followed:

- (a) The investigator will be given a copy of the following statement:

TO: Investigators Representing Governmental or Private Agencies

RE: Student Records

Unless an investigator has written authorization from the individual who is the subject of an investigation, we will disclose only public information about the individual. We require, therefore, that the investigators obtain an authorization prior to visiting the College for the purpose of investigating a student's or a former student's records.

- (b) After the investigator has read the statement, he should be given any public information he requests. In addition, it is appropriate in response to a question to tell him whether we have a confidential file and verify any confidential information which he already has on the student he is investigating.
- (c) If the investigator has written authorization or if there are questions of interpretation, he should be referred to the Dean of Student Affairs.

4. Requests from Faculty Members

A faculty member may request information contained in permanent academic records when needed in discharge of his official duties. A faculty member may request confidential information with the student's consent, or when in the discretion of a counselor, dean, or other person mutually involved with the student, information should be released.

5. Requests from Parents

The College recognizes the legitimate interest of parents and guardians to consult with the professional staff about the academic and personal well-being of their sons, daughters, and wards. This consultation must be consistent with the basic policy regarding confidential student records.

6. Information about Organizational, Political, Racial, or Religious Affiliation

The College does not maintain records of members of student organizations. Organizational membership is not recorded in student records unless the student expressly requests the inclusion of such information. This is released only if the student so requests. Information relative to an individual's race or creed may be provided under circumstances dictated by law. Information about student views, beliefs, and political associations which professional staff acquire in the course of their work as instructors, advisors, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation.

For the purposes of communication with the College, student organizations are required to provide the Coordinator of Student Organizations with the names of the officers to whom communications are to be directed.

7. Academic Achievement

Academic eligibility of students being considered for membership in honor societies for honors, awards, or scholarships may be furnished the committee responsible for making the awards.

8. Research Information

Researchers have the right to study human phenomena and the responsibility to seek the cooperation of individuals and the College in a manner which clearly respects the right of privacy and the protection of anonymity. The confidentiality of the individual student's record is paramount. When there is any doubt about the identity of the student or the content of the data being safeguarded, the person's consent to use it shall be formally obtained.

9. Correction of Records

If a student feels that information contained in his record is inadequate or incorrect, he may file corrections for inclusion in the record. These shall be reviewed and either approved or rejected by the respective Area Director. The decision of the Area Director shall be subject to review by the respective Associate Dean of Student Affairs.

10. Student Review of Records

A student shall have the right to inspect the contents of his academic record in the presence of a professional staff member of the College who will assist in interpreting its content. While the transcript of grades earned at Central Connecticut State College may be viewed in the Registrar's Office, a student interested in inspecting his academic folder must contact the Registrar's Office for an appointment. Similarly, a student wishing to inspect any of his other folders which may exist (Placement, Financial Aid, Medical, etc.) may do so in consultation with the respective director of such area.

/mm

1 April 1974 (approved)



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. BOX 2008 NEW BRITAIN, CONNECTICUT 06050

TEL. NEW BRITAIN: 203-229-1607 TEL. HARTFORD: 203-566-7373

April 2, 1975

TO: Mr. Alvin B. Wood, Chairman and Members of the
Personnel Committee, Other Trustees, College Presidents

FROM: Clinton M. Ritchie, ^{CMR/le} Executive Officer for Academic Affairs

CONCERNING: Personnel Committee Meeting - April 7, 1975

Enclosed please find the Agenda for the April 7, 1975
Personnel Committee meeting to be held in the Central
Office at 3:30 P.M.

Also enclosed are all statements made at the Open
Hearing on March 31 concerning the March 7 Draft of
the Personnel Policies.

CMR/eh
enc.

cc: Central Office Staff
Dr. Kathleen McGrory, FAC
Mr. Thomas Mariconda, SAB
Personnel Policies Review Committee Members

SOUTHERN CONNECTICUT STATE COLLEGE
PROPOSED POLICY GOVERNING STUDENT RECORDS

Southern Connecticut State College recognizes the responsibility to maintain student records for only those purposes which are essential toward fulfilling its educational aims. Such records are necessary if both faculty and administrative staff are to better understand the individual student and assist him/her in achieving his/her educational, vocational, and life goals.

It further acknowledges that the development of each student's full potential is better served when confidential information about the student is not made available to persons other than those who have a legitimate responsibility for his/her personal welfare.

In accordance with these principles and with state and federal laws the policy of Southern Connecticut State College with respect to student records is set forth in the following paragraphs:

I. Definition of Student Records

A. Student

As used in this policy, a "student" hereafter refers to any person who is enrolled or formerly enrolled at this College. It does not, however, include a person who has applied for admission to the College but has not been accepted.

B. Student Records

The term "student records" means those educational records, files, documents, and other materials maintained by the College in any medium which contain information directly related to a student. The term does not include records made by faculty and administrators for their own use and not accessible to others.

II. Types of Student Records Maintained

A. Admissions Records

1. Records compiled and evaluated by the College Admissions Office include: student's application, test scores, high school transcript, college transcript (transfers), and in some instances although they are not requested, letters of recommendation. The admission records of students accepted to the College are transferred to the Records Office upon enrollment.
2. Records of students who did not enroll are kept for a period of one year before they are destroyed.

B. Academic Records

1. The Records Office compiles and maintains the official academic record of each student. A record containing personal data, dates of attendance, courses completed and grades earned, withdrawn or graduated from the College is kept on every student presently enrolled or formerly enrolled at the College. For those students who have matriculated (i.e. accepted into a degree program), a permanent folder is maintained. This folder contains the admissions application, test scores, letters of recommendation for admission, official communications, course withdrawal forms and student teaching evaluations, and where applicable, forms for Social Security benefits.
2. The academic record of a student is retained indefinitely; however at the time of graduation the permanent folder is cleared of letters of recommendation for admission, course withdrawal forms, and official communications. These items are subsequently destroyed by the Registrar's staff.

3. Copies of a full-time undergraduate Day College student's previous semester grade report and mid-term grade report are maintained in both the Records Office and the office of the Dean of Student Affairs. Semester grade reports for all other students enrolled at the College are maintained in the Records Office. After one semester all grade reports are destroyed.
4. Certification forms for veterans benefits, student schedules, name and address rosters, and registration cards are also maintained in the Records Office for one semester, after which time they are also destroyed.
5. Transcripts are released to persons and agencies outside of the College only on the written request of the student.
6. If a student has any outstanding obligations to the College and has withdrawn or graduated, a notice is placed in the permanent folder until the obligation is met. In such cases a student will not be eligible for readmission until the obligation is cleared.

C. Disciplinary Records

1. Disciplinary action imposed in a College residence hall is recorded in that hall. When a student moves from a residence hall, the record in that hall is destroyed unless the action is current and the conditions have not been fulfilled.
2. All other disciplinary action is recorded and maintained in a confidential file in the Office of the Dean of Student Affairs and remains there four years or until the student graduates from the College. The record reflects the nature of the charge, the penalty assessed and any other pertinent information.

3. The only disciplinary action which is noted on the academic transcript is that of suspension or expulsion. This notation, however, is removed from the transcript if the student is re-admitted to the College.

D. Financial Records

1. Current student financial aid applications, the Parents' Confidential Statement and all other supporting documentation are processed in the Financial Aid Office. For those students awarded federal aid funds, the applications are filed in the College Business Office. All other applications are maintained in the Financial Aid Office.
2. The financial records of students who are recipients of aid are retained so long as any obligation to the College continues and until the College has received a Federal and/or State audit. After one year applications which remain incomplete are destroyed by the office staff.

E. Health Records

1. Health records for all full-time students currently enrolled at the College are maintained in the Health Service Building. These records include a pre-entrance physical examination by the student's private physician relating to the student's health, notes on follow-up visits to the Health Office and the results of laboratory tests.
2. The medical record is released upon the written request of a student whenever he/she is transferring to another educational institution. When a student withdraws or graduates from the College, the medical record is stored in an inactive file. After five years the record is destroyed.

F. Placement Records

1. Placement records maintained in the Placement and Career Planning Office include: resume, recommendations, and, where applicable, student teaching evaluations. Students who register receive a student copy of their Placement records. With the permission of the student at the time that he/she registers, prospective employers have access to a student's placement records.
2. A student's placement record remains active for a period of three years. At the end of this period, the placement record is destroyed. If desired, a new record including a current resume and references can be established.

G. Counseling Records

1. The Counseling Office maintains completed course withdrawal forms and extended absence reports on a semester basis for full-time undergraduate students. At the conclusion of each semester, the course withdrawal forms are filed in the student's permanent folder in the Records Office. The extended absence cards are destroyed approximately six months after the completion of the semester.
2. Except under legal compulsion or in cases where the safety of persons or property is involved, information transmitted during an interview is held in confidence by the Counselors and released to others only at the student's request.

H. Residence Hall Records

1. Various kinds of information are maintained in the College residence halls to insure the orderly administration of these facilities. Such items include sign-out sheets, key deposit slips, class

schedules, official communications, personal data cards, reports on roommate problems and inventories of residence hall equipment. This information is retained for as long as the student resides in a College residence hall.

I. Computer Center Records

1. The Computer Center maintains a record on each student enrolled at the College which contains personal data, academic, billing and fee payment, demographic and biographic information. Except for billing and fee payment information, each student is requested to review a copy of this record at registration. Various reports for statistical purposes are generated from the computer files. In all reports, the confidentiality of the individual student record is paramount.
2. Inactive Computer Center records are systematically destroyed at the conclusion of each semester. In the interest of statistical studies, historical data is maintained indefinitely under strict security.

III. General Policies

- A. No record shall be made or retained unless there is a demonstrable need in relation to the basic educational aims of Southern Connecticut State College.
- B. All policies and practices dealing with acquiring, maintaining, or processing information about students shall be formulated with due regard to the student's right of privacy.
- C. Evaluations and/or information contributed to student record systems at Southern Connecticut State College shall be prepared only by qualified professional staff or agencies.

- D. Persons within the College having a legitimate need for information concerning students as a result of their duties at the College shall be permitted access only to those records directly related to their duties and functions.
- E. With the exception of any financial information furnished by parents, a student shall have the right to inspect and review his records in the presence of a professional staff member of the College who will assist in interpreting their contents. While the academic transcript of grades earned at Southern Connecticut State College may be viewed in the Records Office, a student interested in inspecting any other record to which he has access, must contact the particular office where the record is maintained for an appointment with a professional staff member. All requests which must be made through presentation of a College I.D. card will be met as expeditiously as possible.
- F. If a student feels that information contained in his/her record is misleading, inaccurate, or inappropriate, or in violation of his/her privacy or other rights, he/she shall be afforded an opportunity with the appropriate College official to challenge its content. Students shall have the right to appeal the decision of this official to the Dean of Student Affairs. If the student remains unsatisfied, he/she may request a formal hearing with the Student Life Committee. In the event that a hearing with the Student Life Committee is held, those procedures for handling student grievances adopted by the Student Life Committee and published in this Handbook shall apply.

In addition, whenever a student believes that information contained in the record is inadequate or incorrect, he/she may file corrections for inclusion in the record.

- G. Personal information about a student obtained by members of the professional staff of the College in the discharge of their respective responsibilities will be treated in the confidential manner prescribed by professional ethics.
- H. The College will not record or retain records of a student's religious or political beliefs or membership in any organizations other than honorary organizations without his/her knowledge or consent.
- I. No personally identifiable information other than that listed below will be released to any person or agency outside of the College for any purpose, without the written consent of the student:
 - 1. Name
 - 2. Sex
 - 3. Dates of attendance
 - 4. Major field of study
 - 5. Date of graduation and degree
 - 6. Participation in intercollegiate sports
 - 7. Age, class status, weight, height, high school and home town of members of athletic teams
 - 8. Honors and awards received

A student, however, shall be allowed to request in writing that any or all of the above information not be released without his/her prior consent. Such requests must be filed in the Records Office during the first two weeks of each academic semester.

- J. Access to or the release of a record or personally identifiable information without the student's written consent shall be limited to the following:

1. Professional staff at the College who can demonstrate a legitimate educational interest.
2. Other educational institutions in which the student intends to enroll. (Note: In all such cases, the student shall be notified of the transfer of information, receive a copy of the record if desired, and shall have an opportunity to challenge the contents of the record.)
3. Government officials such as authorized representatives of the United States General Accounting Office, Department of Health, Education, and Welfare.
4. In connection with a student's application for, or receipt of, financial aid.
5. State and local officials or authorities where required by State law.
6. Organizations conducting studies for, or on behalf of, educational agencies or the College for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, provided such studies are conducted in such a manner as will not permit the personal identification of students by persons other than representatives of such organizations. Such information must be destroyed when no longer needed for the purpose for which it is obtained.
7. Accrediting organizations in order to carry out their accrediting functions.
8. Parents of a student under eighteen years of age.

9. In compliance with judicial order or pursuant to any lawfully issued subpoena provided the student is notified in advance by the College of its compliance.
 10. To appropriate persons in connection with an emergency if the knowledge of certain information is necessary to protect the health or safety of a student, or other persons, or property.
- K. With the exception of its own professional staff, the College shall maintain a record of all individuals and organizations who have either requested or obtained access to a student's records. This record of access which shall include a statement indicating specific records to be released, the reasons for such release and to whom, shall remain permanently with a student's record. Where the consent of a student is required for the release of records, a copy of these records shall be provided the student upon request.
- L. The College shall not release personal information on a student except on the condition that the party to whom the information is being sent will not permit any other party access without the written consent of the student.

Chick
3/3/75
Share with Jeff
As named Com.

Interdepartment Message

STO-201 REV. 3/74 STATE OF CONNECTICUT
(Stock No. 6938-051-01)

SAVE TIME: *Handwritten messages are acceptable.*
Use carbon if you really need a copy. If typewritten, ignore faint lines.

To	NAME	Andrew McKirdy	TITLE	DATE	3/3/75
	AGENCY		ADDRESS		
From	NAME	Jackson W. Foley, Jr.	TITLE	TELEPHONE	
	AGENCY		ADDRESS		
SUBJECT Recent Supreme Court decision which relates to personal liability of Board members under the 1871 Civil Rights Act (Title 42 U.S.C. §1983)					

Recently, Mr. Roger B. Bagley, Board Chairman, directed a memorandum to the Education Committee, concerning the scope of the indemnification of Board members provided by Section 10-235 of the General Statutes, as amended by Public Act 73-651.

On February 25, the United States Supreme Court released its decision in Wood v. Strickland, a case which considers for the first time the extent of the immunity from personal liability available to local school board members.

Assuming that this standard would be applicable to a Board such as ours, this case sets forth the allegations which must be made and proved in a civil rights action under 42 U.S.C. §1983 if plaintiff is to prevail.

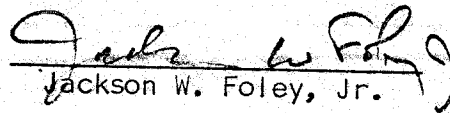
The standard is expressed by the Court:

[We hold that a school board member is not immune from liability for damages under §1983 if he knew or reasonably should have known that the action he took within his sphere of official responsibility would violate the constitutional rights of the student affected, or if he took the action with the malicious intention to cause a deprivation of constitutional rights or other injury to the student.

Mr. Justice Powell, in dissent, has interpreted this holding in the following language:

It would impose personal liability on a school official who acted sincerely and in the utmost good faith, but who was found - after the fact - to have acted in "ignorance . . . of settled, indisputable law." Or, as the Court also put it, the school official must be held to a standard of conduct based not only on good faith "but also on knowledge of the basic, unquestioned constitutional rights of his charges." Moreover, ignorance of the law is explicitly equated with "actual malice."

The difficulty with this holding is that it seems to suggest that plaintiff, in order to prevail, must allege and prove malice or its functional equivalent. Since the indemnification of Board members under Section 10-235, as amended, excludes acts which are "wanton, reckless or malicious" (emphasis provided), the protection may be effectively vitiated under this new standard.


Jackson W. Foley, Jr.

JWF:g

cc: Dr. Charles wo/att.

Attachment: Copy of opinion



BOARD OF TRUSTEES OF REGIONAL COMMUNITY COLLEGES

1280 Asylum Avenue · Hartford, Connecticut 06105 · Telephone: 232-4817

February 24, 1975

MEMORANDUM

TO: The Honorable Mary Martin, Senate Chairman
The Honorable Howard M. Klebanoff, House Chairman
Members of the Joint Committee on Education

FROM: Roger B. Bagley, Chairman,
Board of Trustees of Regional Community Colleges

SUBJ: Liability of the Members of the Board of Trustees

I write to express the deep concern held by members of the Board of Trustees of Regional Community Colleges in the state of Connecticut with respect to the extent of exposure to personal liability arising out of performance of duties assigned to the Board by state law.

Section 10-235 as amended by Public Act 73-651 relieves Board members of responsibility for legal costs and personal liability except for acts which are "wanton, reckless or malicious." These exceptions seem meritorious on their face, but as a practical matter result in a continuing and ever-present threat to Board members.

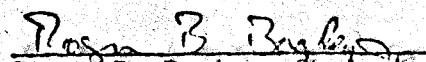
The proliferation of law suits alleging violations of civil rights has particularly added to our concern. Every lawsuit of this type as a matter of course includes an allegation that acts of Board members were "wanton, reckless or malicious" or some variation thereof.

The present statute is silent as to definition of this exception as it is to the means of determining the existence of such acts. Thus, a Board member is, in the final analysis, exposed to a personal judgment in every case. ←

Public service of the nature performed by our Board of Trustees is assumed out of concern for the state and its needs, without compensation. To presume the existence of "wanton, reckless or malicious" acts by Board members is not warranted by practice or experience. It results in a continuing threat to the personal and financial well-being of every citizen giving freely of his time and talents on behalf of the state. It is our firm belief if the present law is continued, it will not be long before the state is unable to secure the services of qualified persons for these responsible positions. This result would be well justified.

We urgently propose that the legislature eliminate any reference to "wanton, reckless and malicious" acts in Public Act 73-651 and thereby provide legal defense and full indemnity to all Board members for acts carried out in compliance with their statutory responsibilities.

RBB/JWF/g
cc: Dr. Charles


Roger B. Bagley, Chairman

STATE OF CONNECTICUT