
STUDENT RECORDS

PURPOSE: To establish a student records system that will protect students' privacy, comply with all state and federal laws, and serve the interest of the University.

DEFINITION: When a student enters the University and submits the requested personal data, there is an assumed justifiable trust placed upon the University to maintain security of that information for the protection of the rights of the student. In order to protect students against potential threats to their individual rights inherent in the maintenance of records and the many disclosures requested regarding them, and in compliance with the Family Educational Rights and Privacy Act of 1974, the following articles are adopted for implementation at Boise State University.

I. General Statement of Philosophy and Procedure

- A. Any office of Boise State University should view student record information as private information. Student information should be available only as authorized by policy [2250](#). (See Article IV. and Appendix I)
- B. Each unit of the University should keep only that minimum material required directly for its official functions. No records of court actions, or of race, or of political or religious associations or convictions should be kept except at the student's request. This rule does not prohibit the collection of data for compliance with HEW rules and regulations and contractual relations.
- C. General inquiries should normally be directed to the Vice-President for Student Affairs.
- D. For the Counseling Center, Student Health Services, and Career Center, the privilege of students to see the material placed in files is limited though the material may be discussed with the individual student at the discretion of the department head. Restrictions on disclosure of such materials are not only those listed but must also be consistent with the professional ethics and established procedure of these services.

Privileged materials obtained from students in confidence (medical records, counseling records, test scores, grant applications, loan, credit and employment records, etc.), while they may be retained in student files, cannot be disclosed without violating such privilege.

II. Discretion to Withhold Information

Boise State University reserves the right to withhold information when, in its judgment, the interests and welfare of the individual, University, or both are thereby safeguarded against inquiry.

- A. It is the duty of the administrative head of the particular unit from which disclosure is requested to determine the legitimacy of such a request. S/he must bear the responsibility of weighing the functional necessity of the request and the possible damage to the individual. In doubtful cases, the decision should be referred to the Vice-President for Student Affairs and/or the Records Committee.
- B. A record of the use of files should be kept with each file specifying by whom and when that file was used, including a record-of-review available to the student to whom it may pertain. Official routine

filing and reporting procedures need not be recorded.

III. Emergency Clause

In cases of emergency when the Office of the Vice-President for Student Affairs is closed, other available officials of the University have authorization to disclose appropriate information.

IV. Disclosure of Information

Information in a student's record shall not be released in any form without the consent of the student.

Information in a student's record may be released for use in research only if it is of general overview nature and the individual student is not identifiable.

- A. Implied Consent: It is reasonable to expect the student to give his/her consent to certain information being given to certain persons or groups. These cases are given in Appendix I. All cases not explicitly covered in the Appendix are governed by Clause B. Any student may at any time remove this consent for any or all items of information. In such a case, this information is not to be released to anyone outside of Boise State University without the student's written permission. This ban on the release of information is to be valid until rescinded in writing by the student.
- B. Explicit Consent: In all cases not listed in Appendix I and in all cases whatsoever for students requesting privacy, Boise State University shall not release information unless the student explicitly requests such in writing. Any information which might tend to discredit or damage an individual shall not be transmitted without the student's expressed knowledge and written consent. No information other than that requested shall be disclosed.

V. Procedure Upon Receipt of a Subpoena

Upon receipt of a subpoena by a legislative body or court of competent jurisdiction, the appropriate official of Boise State University shall notify the President of the University and on his/her authority:

- A. Make every reasonable effort to notify immediately the person or persons affected by the subpoena and confirm such notification in writing;
- B. Inform persons affected by the subpoena of their rights and privileges and the availability of legal counsel; and
- C. Gather all information requested under subpoena and submit it to the President of Boise State University and/or his/her designee for action.

VI. Procedure Upon Request of Information by Investigatory Agency

- A. Whenever a local, state, or federal police or investigatory agency requests information about a student, Boise State University shall immediately notify the student that such a request has been made.
- B. No information shall be provided to investigatory agencies unless inquiry is made in writing and no information shall be provided except in writing. No information shall be given which relates to the student's loyalty and patriotism; his/her political, religious and moral philosophy; or his/her private life except as qualified under Article VII.

VII. Request for Reference Information

Generally, reference information will be provided when authorized by the student. No information should be given directly from the University records unless specifically authorized by the student.

VIII. Access to Student Records

- A. Boise State University faculty and staff with a legitimate educational interest may have direct access to personally identifiable information from a student's record.
- B. No student shall have direct access to the records of another student except as the former may be employed by Boise State University, and s/he shall be subject to those rules and supervision designed to preserve the confidentiality of records.
- C. Students may have access to their records insofar as this access does not violate the rights of others. Students may know the nature of the contents of their files. Normally, students will be able to discuss with the appropriate authority the contents of their files periodically except as defined in Article I.D. Students have the right to reply to or suggest deletion of derogatory evaluative material or statements of an accusatory nature kept in their files. Such challenge to the student records will be through the supervisor of the office which maintains the record in question. If the student receives no satisfaction and wishes to challenge the record further, s/he may do so through the University judicial system. When access is given the student to his/her file, that file must remain in the possession of and presence of the maintaining office at all times.
- D. Material gathered for local evaluation (appointments, honors, awards, discipline, etc.) shall be removed from the files in accordance with Article IX.
- E. Confidential letters of evaluation requested by a student shall be released upon written authorization by the student.

IX. Retention of Student Records

Files are to be retained for the minimum period required to serve the basic official functions of the office involved. At the end of that period, such records should be disposed of in a manner that will not violate their confidential nature. Appropriate formal disposal policies will be set down in writing for the personnel of the office concerned.

- A. Annually, all basic records of alumni whose date of enrollment in the University occurred five (5) years earlier shall be microfilmed. All information other than the basic record shall be destroyed.
- B. The Placement File (student initiated) and all medical records are exempt from Clause A of this Article.

X. Implementation

- A. Administrative units within the University will develop specific written policies which are consistent with these Articles. They will also provide for regular review of such policies to ensure that they are effective and timely in light of changing conditions.
- B. This policy becomes effective upon the approval of the Student Senate, Faculty Senate, and President's Cabinet.

XI. Amendment

This document may be amended by common consent of the Student Senate, Faculty Senate, and President's Cabinet as recommendations are submitted to them by the Records Committee.

APENDIX I

In Appendix I, the kinds of student information retained by Boise State University have been listed. Designations of what information should be made available to whom should be reviewed periodically by the Records Committee provided for in [BSU 1010](#), Records Committee.

- A. Implicit consent for full public disclosure for these items may be assumed under Article IV-A. It covers items which are (will be) customarily published in the Boise State University Directory; the Boise State Faculty and Staff Directory; Faculty, Staff and Associated Organizations (see Disclosure of Information Chart, Column A). This information may be disclosed to anyone.
- B. Implicit consent for limited or qualified disclosure of these items may be assumed under Article IV-A, as modified by Article II. It covers items which are customarily furnished by laudatory biographic news releases (see Disclosure of Information Chart, Column B).

This information may be disclosed to an employer or prospective employer, to an officially affiliated institution, state educational authorities, or to a community service association needing the data to inform students of services. Disclosure under this paragraph shall not include a release of information to commercial organizations for solicitation purposes.

- C. Explicit consent covers information which shall not be released by anyone without the student's expressed written approval (see Disclosure of Information Chart, Column C).

DISCLOSURE OF INFORMATION CHART

	A Implicit Consent Full Disclosure	B Implicit Consent Limited Disclosure	C Explicit Consent CONFIDENTIAL	Information Released To
Name	X			Anyone (except where student has checked privacy box at registration)
Local Address and Phone Number	X			
Home Address	X			
Sex	X			
Marital Status	X			
Major Field of Study	X			
School within University	X			
Dates of Attendance	X			
Student Certification	X			
BSU Degree	X			
Date Degree Conferred	X			
Scholarship Recipient	X			
Awards, Recognition, Honors, etc.				
Student's Class Schedule		X		
Other Institutions Attended		X		
Date of Birth		X		
Country of Citizenship		X		
Name of Parent		X		
Number of Dependents		X		
Confinement in University Infirmary (Illnesses which must		X		Health Department and Community Services

be reported to Health Dept. or Police)				
*Guardian, Spouse			X	No one except with student's written consent
*Home Phone Number			X	
*Photo			X	
Religion			X	
Signature			X	
Admissions Application			X	
Academic Records (Grades, test scores, transcripts, etc.)			X	
Financial Assistance			X	
Records			X	
*Health Records			X	
Judiciary Records			X	
Counseling & Testing Information				

* In cases of emergency when the student cannot be contacted to provide written consent, the Vice-President for Student Affairs or other authorized University personnel may use discretion in releasing vital information that would be in the student's best interest.