

STUDENT RECORDS

COMPREHENSIVE
SYSTEM

The College President or designee shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the College's operation. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for utilization by authorized school personnel.

CUSTODIANS OF
RECORDS

The Director of Admissions/Registrar is custodian of all records for currently enrolled and former students and for all official academic records. The Director of Admissions/Registrar shall protect the security, confidentiality, and integrity of all student records (whether students were enrolled in on campus courses or in distance education courses) and shall work with the Department of Information Technology to protect and ensure that all electronic student data is secured and backed up. The Vice President for Administration is custodian of all other records. Address for the custodian of records shall be included in the Annual Notice of Students Rights under 20 U.S.C., 1232g.

PRIVACY RULES FOR
EDUCATION AND NON-
EDUCATIONAL
RECORDS

The Director of Admissions/Registrar working with others as appropriate shall protect the privacy of all student records, including the privacy of students enrolled in distance education courses or programs in a manner consistent with state and federal guidelines.

DIRECTORY
INFORMATION

Galveston College shall give public notice through the publication of categories of directory information in its catalog. The notice shall be consistent with the following:

Student records are protected under FERPA; however, there is some basic information that the College can share. These details are considered directory information and can be released to the public without notice to or the consent of the student. (This includes dual credit and/early admission students.) However, a student may request that all or any part of the directory information be withheld from the public by submitting a written request to the Office of Admissions within the first five (5) business days of the start of a new semester. A request to withhold

director information is valid only during the period in which the student is enrolled at Galveston College. Directory information includes the following:

- Name
- Address
- Age (but not date or place of birth)
- Degrees earned and dates
- Major field of study
- Classification
- Dates or terms of attendance
- Enrollment Status (Full or part-time)
- Previous educational institutions attended
- Honors and/or awards
- Eligibility for and participation in officially recognized activities and sports
- Weight, height, and sports statistics of members of athletic teams

Directory Information and the Solomon Amendment

The Solomon Amendment is a federal law that authorizes institutions to fulfill military recruitment requests for access to student information on currently enrolled students age 17 and older. Student recruitment information includes the student's name, address, telephone, age (or year of birth), place of birth, level of education, most recent educational institution attended, and current major.

Directory Information and Institutional Articulation Agreements

Galveston College may enter into an articulation agreement with another college or university to ease transfer of student credit. As part of the agreement, the college may release student information to that college or university, including the student's name, address, telephone, age (or year of birth), place of birth, level of education, most recent educational institution attended, and current major.

