Administrative Procedure

Number:	011
Effective:	9/23/05
Supercedes:	Interim 011
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SUBJECT: STUDENT RECORDS ADMINISTRATION

1.0. PURPOSE:

To establish the campus policy and procedure for maintaining student records consistent with Executive Order 796.

2.0. ORGANIZATIONS AFFECTED:

All University units, including auxiliary organizations.

3.0. REFERENCES:

3.1. 20 USC 1232g, Family Educational Rights and Privacy Act of 1974 (FERPA) and amendments.

3.2. 34 Code of Federal Regulations (CFR), Part 99.

3.3. California Civil Code section 56.10 et seq., Confidentiality of Medical Information Act.

3.4. California Civil Code section 1798 et seq., Information Practices Act.3.5.California Code of Regulations, Title 5, Sections 40601(g), and 42396.5.

3.5. Office of the Chancellor Executive Order No. 796, Subject: Privacy and Personal Information Management, Student Records Administration.

3.6. Cal State L.A. "Student Grievances" (Senate: 3/2/99, President: 4/30/99).

3.7. Cal State L.A. Statement of Students Rights and Responsibilities, Section 3(b), Subject: University Access to Records and Information.

3.8. Cal State L.A. Administrative Procedures:

3.8.1. Number 707 Subject: Record Retention and Disposition

3.8.2. Number 708 Subject: Destruction of Confidential Records

Approved: **Date:**

3.8.3. Number 023 Subject: Information Practices

3.8.4. Number 804 Subject: Student Employment

3.8.5. Number 204 Subject: Student Fee Policy

4.0. POLICY:

4.1. Policy Development and Review

The University will develop policies and procedures for student records administration consistent with all pertinent federal, state and system guidelines. A copy of the procedure document will be made available to students upon request at the office of the Vice President for Student Affairs, as listed in Appendix 8.9. Students also may obtain an electronic copy at http://www.calstatela.edu/univ/studentrecords.

4.2. On a biennial basis, the University will review the procedure document for overall effectiveness and determine that the following are included:

a. Appropriate policy statement on the privacy of student records.
b. Procedures for amending records, including hearing procedures.
c. Procedures for disclosing information to students and others with legitimate educational interest.
d. Procedures for record keeping.

The Office of Institutional Research and Data Administration will coordinate the review and complete a summary of results. The Information Practices Officer will notify the President of the completion of the biennial review and recommend any policy or procedural changes deemed necessary.

4.3. Inspection of the Records

4.3.1. Students may review all student records relating to them except those student records that include information on more than one identifiable student. In the case that such a record is needed, the only information that will be released is that which is pertinent to the student requesting access. Access to inspect such records shall be granted no later than forty-five (45) working days following the receipt of request.

Requests to access records must be made on the Request to Access Records form. The requestor must present current identification with photograph and signature to access records.

Records will be destroyed in accordance with the University retention schedule. Students who have requested access to a record, however, are entitled to see that record prior to its destruction.

4.3.2. Waivers

a. Students may waive their rights to inspect and review confidential letters or statements of recommendation regarding:

1) Admission to the campus or another educational institution,
2) an application for employment or career placement, and,
3) the receipt of an honor or honorary recognition.

b. Waivers may apply to confidential letters and statements only if:

1) The student or applicant is notified, upon request, of the names of all persons providing such letters or statements,
2) the letters or statements are used for the purpose for which they were intended, and,
3) such waivers are not required of students by the campus for any purpose.

c. Waivers shall be made on the Waiver form and signed by the student.

d. Waivers may be applied to either individual letters and statements or all letters and statements, as specified by the student.

e. Waivers may be revoked in writing by the student at any time. Such revocations shall affect only those letters and statements written after the revocation.

f. Confidential letters, statements of recommendation and similar evaluative documents which were placed in the educational records prior to January 1, 1975, which materials are not used for purpose other than those for which they were specifically intended in the Act, must not be released to the student, except upon the author's written authorization and subject to existing policy. Such letters are to be treated as confidential provided that they were solicited with written assurance of confidentiality or sent and returned with a documented understanding of confidentiality and that the letters and statements used would be used only for the purpose for which they were specifically intended.

g. Those records acquired after January 1, 1975, on a confidential basis (either expressed or implied) which are retained in the student's cumulative file must be made available to the student and shall be handled within the following guidelines.

1) The records may be made available to the student pursuant to the act.
2) A notice may be provided when feasible or practical notifying the author that confidential material will be made available to the student, or upon request of the author or where otherwise appropriately destroyed when the student has not previously requested access to the records.
3) Letters of recommendation and similar evaluation documents may be returned to their authors.
4) The record may be destroyed. It would be appropriate to remove and destroy inappropriate or useless data. However, if such information has been formally requested by the student, the material shall not be destroyed without allowing the student an opportunity to review the information.

4.3.3 Releases

Student records may be disclosed to a person or entity possessing a valid written release authorizing disclosure to that person or entity. A release shall be deemed valid if it:

a) Describes, specifically or generally, the record(s) for which disclosure is sought,
b) is signed by the student to whom the record(s) pertain, and the signature is notarized or matches exemplars of the student's signature that are already on record with the University,
c) the name of the student signing the release can be distinguished from all other students who had the same name or surname, such as by inclusion of a social security number, date of birth, and/or other distinguishing factors, and,
d) has not expired by virtue of terms set forth in the release.

A copy of each release received shall be placed in the same location as the log described in section 4.6.4. Persons or entities to whom copies of records are released shall pay the same fees/costs that would be charged to a student seeking copies of his/her own records. Unlike instances of a student seeking copies of his/her own records, however, financial hardship shall not justify a waiver of fees.

4.4. Copies of Records

A student may request and receive, within fifteen (15) days of request, a copy of any record that he/she is entitled to inspect, provided that he/she pays the appropriate fee in advance and is not precluded from receiving University services as a result of unpaid/overdue debts to the University. No fee shall be charged to a student for copies where denial of a copy would effectively deny the student the opportunity to inspect the record.

Photocopies of official transcripts will not be provided under any circumstances.

4.5. Fees for Copies

4.5.1. A fee may be charged for copies of student records based only on the cost of reproduction and the labor involved in the reproduction. The fee may be set on a per unit basis. No fees will be incurred for student search and retrieval of student records. Fees will be charged according to the schedule shown in Appendix 8.8.

4.5.2. Fees collected for reproduction costs will be deposited and expended through the State College Trust Fund per Section 89721(g) of the Education Code.

4.5.3. Fees for the reproduction of transcripts and placement files shall be charged at the rates authorized by the Chancellor and deposited according to current system policy.

4.6. Disclosure of Records

4.6.1. The University may disclose, but is not compelled to disclose, personally identifiable information from a student record to any authorized outside party designated by Executive Order 796, 34 CFR Sections 99.31, 99.34, 99.35, and 99.36. However, the campus is compelled to disclose such information in compliance with a court order or lawfully issued subpoena.

4.6.2. The University may disclose statistical data in which students are not identified to any public agency, entity or private non-profit college, university or educational research organization when such disclosures are in the best educational interests of students.

4.6.3. The University may prevent transfer of records to another college or university and withhold copies of such records from students for nonpayment of debts in accordance with Title 5, Section 42381.

4.6.4. The University will maintain a log listing all persons, agencies, and organizations requesting or receiving information from a record; included in this log will be a description of the legitimate interests that these parties had in requesting or obtaining the information.

a. Such a log must include the student, parties to whom directory information is released, parties for whom written consent has been executed by the student, or officials and employees with a legitimate educational interest in the record.

b. The log shall be open only to the student, the official or the official's designee responsible for the maintenance of the student record, campus officials with legitimate educational interests in the record.

4.6.5. In the case of a subpoena or court order for access to records, the individual student shall be notified in advance of compliance with the

order. Such notification shall be either in person, by a member of the University Police, University Legal Counsel or by certified mail to the last address on record in the Registrar's Office.

4.6.6. Directory Information -- Under existing federal and state guidelines, the University may release directory information to anyone, provided that currently enrolled students are given public notice of the following:

a. The categories of personally identifiable information that the campus has designated as directory information as listed in Section 5.3.

b. The right of a student to refuse to permit the release of any or all of the categories of his or her directory information by notifying the campus in writing, using the form Releasing Student "Directory Information" to Outside Agencies provided in the Schedule of Classes each term, and submitting it to Enrollment Services, as listed in Appendix 8.7.

4.6.7. The University is permitted but not compelled to participate in statistical research studies by external agencies, in which individuals are identified for purposes of conducting the study, but not in any of the published or publicly available results.

When personally identifiable information is released without written consent to individuals other than secondary data custodians, FERPA requires the primary record custodian(s) of the information to maintain a record showing those extra-institutional agencies or organizations that have requested or obtained access to a student's education records, specifically indicating the legitimate interest that each such person, agency, or organization had in obtaining the information. FERPA Sec. 1232g (b) (1) specifically authorizes release of personally identifiable information without written consent from students, to federal and state education agencies and authorities, as well as to organizations listed in 7.2.6.

4.7. Effect of disciplinary action on student records.

4.7.1. Consistent with administrative law and CSU practices, the University requires that an account of disciplinary action be maintained in student academic records.

A determinate disciplinary sanction will be temporarily posted (i.e. disciplinary suspension or probation) on the student permanent academic record during the duration of the sanction.

An indeterminate sanction (i.e. expulsion) would be permanently affixed to the student permanent academic records.

4.7.2. All regulations under the Family Educational Rights and Privacy Act of 1974 and all amendments enacted thereafter will be enforced by the primary record custodians regarding the release of information to external organizations from the academic records of a student under disciplinary sanction. Record custodians should also refer to the Registrar's internal operating instruction, Maintenance of Student Academic Records for Disciplinary Actions.

4.8. Amending Records

4.8.1. In accordance with procedures in 7.3., a student may submit a Request to Amend Records form to the primary record custodian to request an amendment to a student record which is alleged to be:

1) inaccurate,
2) misleading,
3) irrelevant,
4) untimely, or
5) otherwise in violation of their privacy or other rights.

4.8.2. A student may add a written response to the record of any disciplinary action taken against the student pursuant to Title 5, California Code of Regulations, Section 41301, when such information is included in any student record.

4.8.3. Appeals in cases where there has been a refusal to amend or where it is determined that the information requested cannot be released due to confidentiality will be heard as outlined in Section 7.3.5. below.

5.0. DEFINITIONS:

5.1. Student--Any person enrolled and in attendance at a campus of The California State University, either presently or previously. The term includes any person who is or has been enrolled in either the regular, extension, or Summer Session curriculum, regardless of the physical location of the program. The term does not apply to applicants for admission to any component unit of the campus, even though such applicants are enrolled and in attendance at another component unit of the campus.

5.2. Student Record--Any personally identifiable information related to an individual's experiences as a student which is maintained by a campus whether recorded and not limited to handwriting, print, tapes, film, microfilm, computer media, or other material means.

Exclusions--For the purposes of maintaining consistency with Executive Order 796, certain information is generally excluded from this definition. These exclusions, which are also contained in federal and state law include:

1) Directory information;
2) Information provided by parents related to applications for financial aid or scholarships;
3) Confidential letters or statements of recommendation filed on or before January 1, 1975;
4) Information maintained by instructional, supervisory, administrative, and related educational personnel which is not revealed to any other person except a substitute;
5) Records of physicians, psychologists, and psychiatrists or other recognized professional or paraprofessional persons acting or assisting in their professional or paraprofessional capacity;
6) Records of law enforcement officials;
7) Employee records; and,
8) Alumni records which contain only information relating to a person after that person was no longer a student.

For specific procedures and requirements pertaining to these exclusions, refer to 34 CFR, Section 99.3(b).

5.3. Directory Information--For purposes of this document, the term "directory information" includes the following: the student's name, address, telephone

number, parent and/or emergency contact information, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degree and awards received, the most recent previous educational institution attended by the student.

5.4. Disclosure--The permitted access, release, transfer, and/or communication of personally identifiable information contained in education records to any party, and by any means, whether they be oral, written or electronic.

5.5. Access--A personal inspection and review of a student record or a copy of a student record in written or electronic form; an oral or written description or communication of the contents of a student record.

5.6. Primary Record Custodian--Academic or administrative department head responsible for maintaining records systems as listed in Appendix 8.1.

5.7. Secondary Record Custodian--Faculty, staff, administrators, student employees, or committees (when the members of the committee are appointed or elected to an officially constituted committee) who perform a function or task on behalf of and at the request of the University, its faculty, colleges or divisions, and who have legitimate educational interest in and access to student records.

5.8. Legitimate Educational Interest--Interest of University personnel who have a demonstrably legitimate need to review records in order to fulfill their official professional responsibilities in conjunction with the primary educational and scholarly functions of the University, and/or the secondary administrative functions of maintaining property, disbursing funds, keeping records, providing living accommodations and other services, sponsoring activities, and protecting the health and safety of persons or property in the University community.

5.9. Information Practices Officer--Individual appointed by the President to implement the Information Practices Act of 1977 and to file the required annual notices with the Office of Information Practices. The Campus Information Practices Officer, sometimes referred to as the privacy officer, is the University Legal Counsel or designee.

6.0. RESPONSIBILITIES:

6.1. The President will designate the individual to serve as the Information Practices Officer.

6.2. The Information Practices Officer will:

6.2.1. Maintain an index identifying records on campus containing personal information, and provide information related to the access to and disclosure of personal records, including the titles and addresses of custodians as shown in Appendix 8.1.

6.2.2. Coordinate and complete a summary of results of the biennial review and notify the President of any recommended policy and procedural changes.

6.2.3. Commence updating process of this procedure if needed, to comply with any amendments to FERPA or applicable federal and state laws and CSU policies.

6.2.4. Ensure that primary record custodians maintain appropriate records for access to student records under 7.2.6 below.

6.3. The Director of Admissions will:

6.3.1. Ensure that notification of student rights and the availability of the information specified in FERPA and 34 Code of Federal Regulation is provided to all students upon initial enrollment (e.g., included in the general catalog, student handbook, class schedule, registration materials and other appropriate campus publications).

6.3.2. Provide notification of student records privacy rights to continuing students annually through appropriate means such as registration materials, class schedules, student handbooks, newspapers, bulletin boards, and on World Wide Web pages viewed by current and prospective students.

6.4. The Director of Business Financial Services will:

6.4.1. Periodically review fee charged for copying records.

6.4.2. Obtain approval for all fee adjustments pursuant to Administrative Procedure 204 – Student Fee Policy.

6.4.2. Ensure that fees collected are deposited and expended as outlined in the Education Code.

6.5. The Vice President for Student Affairs will:

6.5.1. Make available to requesting students a copy of the University policy regarding student records and FERPA as listed in Appendix 8.9.

6.5.2. Ensure the Cal State L.A. Statement of Students Rights and Responsibilities is made readily accessible to students enrolled in the University.

6.6. The Primary Record Custodian will:

6.6.1. Conduct the routine, day-to-day decisions with regard to the records within the department.

6.6.2. Be knowledgeable of the contents of this and related procedures and ensure compliance with applicable regulations and guidelines.

6.6.3. Ensure that reasonable supervision is provided to preclude students or other unauthorized individuals from altering or removing documents from student records.

6.6.4. Maintain the records of disciplinary action in a separate secured set of files with controlled access.

6.7. The Secondary Record Custodian will:

6.7.1. Have the same general responsibilities as the primary record custodian in section 6.6.1 to 6.6.4.

6.7.2. Refer to primary record custodian all requests for information other than directory information.

6.8. The Judicial Affairs Officer will:

6.8.1. Notify the affected primary/secondary Record Custodian and Registrar by memorandum signed by the President or designee whenever a record is to be placed under disciplinary sanction.

6.8.2. Notify the primary/secondary Record Custodian and Registrar by memorandum signed by the President or designee when there is a need to amend the permanent academic record of a student placed under disciplinary sanction.

6.8.3. Notify the affected primary/secondary Record Custodian and Registrar by written notice that a sanction has been rescinded and that the record may be returned to files regularly maintained for other students.

6.9. The Registrar will:

6.9.1. Process requests to release directory information.

7.0. PROCEDURES:

7.1. Access to Records

7.1.1. Persons requesting access to student records may submit a Request for Records Access form to the custodian of the record or appear in person during normal business hours to request access and complete the form.

7.1.2. The University will inform the student of the location of the requested record if it is not centrally located, and provide qualified personnel to interpret the record where appropriate.

7.1.3. Access to inspect and review records will be granted no later than forty-five (45) working days after receipt of the request.

7.1.4. The individual requesting access must provide identification such as a driver's license or student ID bearing photograph and signature.

7.1.5. If it is determined that a student's request for copies of records is within the guidelines of Section 4.4. above, the student will pay the current charges in cash, money order, or cashier's check payable to CSULA at the Cashier's Office.

7.1.6. Upon presenting a receipt for payment to the record custodian, copies of the record will be released.

7.2. Disclosure of Records

7.2.1. The University will obtain the written consent of the student before disclosing personally identifiable information from the student record, except as provided in 34 CFR, Sections 99.30 and 99.31.

7.2.2. The student will sign and date the consent form.

7.2.3. The written consent form will be maintained permanently with the student record, e.g., the student admission file.

7.2.4. When disclosing personally identifiable information from a student record, the University shall inform the party to whom disclosure is made that release to a third party without the prior written consent of the student or use of the information for any purpose other than that specifically intended is prohibited.

7.2.5. When a student provides written consent to disclose personally identifiable information from a student record to another college or University, the University shall notify the student of the right to challenge the content of the record, except that the University may prevent transfer and withhold copies of such records from students for nonpayment of debts.

7.2.6. Requests for Access by Others--If a person other than the student requests access, the Record Custodian will verify that the individual has the written permission of the student or is included in the following classes of persons who are entitled to access as specified in the Family Educational Rights and Privacy Act.

a) School officials, including teachers within the educational institution or local educational agency who have been

determined by such agency or institution to have a legitimate educational interest in the contents of the student record.

b) Officials of other schools or school systems in which the student seeks or intends to enroll, upon condition that the student be notified of the transfer.

c) Authorized representatives of the Comptroller General of the United States, the Secretary of Health and Human Services and/or Department of Education, an administrative head of an education agency, or State educational authorities, as necessary in connection with the audit and evaluation of Federal programs.

d) In connection with a student's application for, or receipt of, financial aid.

e) State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974.

f) Organizations conducting studies for, or on behalf of Educational agencies or institutions for the purposes of developing, validating or administering predictive tests, administering student aid programs and improving instructions, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations, and such information will be destroyed when no longer needed for the purpose for which the study was conducted.

g) Accrediting organizations in order to carry out their accrediting duties.

h) Persons who need to know information in cases of health or safety emergencies, subject to regulations of the Secretary of Health and Human Services and/or Department of Education.

Before permitting access to the student's record, the Record Custodian will: verify the requesting person's identity, note on the Request for Records Access form what type of identification

is presented, obtain the requestor's signature on the form, and, attach to the form a copy of the document authorizing access to the record.

7.2.7. The record custodian will log all instances of disclosure in the Disclosure Log.

7.2.8. Upon written notice of disciplinary sanction, (see Section 6.8.), the Judicial Affairs Officer will notify the Registrar and Directors of Admissions of The California State University campuses as directed.

7.3. Amending Student Records

7.3.1. The provisions set forth herein for amending student records shall not apply to student discipline records. A student has the opportunity to challenge the accuracy of such records at the time they are being created, through the student discipline process. However, a student may add a written response to the record of any such disciplinary action taken against him/her.

7.3.2. A student may submit a Request to Amend Records form to the primary record custodian to request an amendment to a student record which is alleged to be:

1) inaccurate,
2) misleading,
3) irrelevant,
4) untimely, or
5) otherwise in violation of his/her privacy or other rights.

7.3.3. The primary record custodian will review the record in question and, within 30 days after the request is received, determine whether it is appropriate to amend the challenged record. A copy of the Request to Amend form specifying the consequent decision will be forwarded to the student.

7.3.4. If the decision is to amend the challenged record, the information shall be corrected or removed and destroyed by the primary record custodian.

7.3.5. If the decision is not to amend the challenged record, the primary record custodian will advise the student in writing of the decision and of the right to a formal review and hearing in accordance with 34 CFR, Section 99.21.

7.3.6. The student who requests a hearing may submit a copy of the Request to Amend Records form and supporting documents to the University Student Grievance Committee. The Chair of the Committee shall serve as the hearing officer.

7.3.7. The University will conduct a hearing in accordance with 34 CFR, Section 99.22 and make a final determination within 30 days after the written request for a hearing is received. The time in which a final determination must be made may be extended for good cause by the President or his/her designee.

7.3.8. If, following a hearing, the University decides that appropriate grounds exist for amending the challenged record, the primary record custodian or other official shall amend the record accordingly and shall so notify the student in writing.

7.3.9. If, following a hearing, the University decides that no appropriate grounds exist for amending the challenged record, the primary record custodian or other official shall so notify the student in writing. Such notification shall also inform the student that he/she has the right to place with the challenged record a written statement commenting on the information in the record and/or setting forth reasons for his/her disagreement with the University's decision. This statement shall be maintained with the challenged record for as long as the challenged record is maintained, and shall be disclosed whenever the challenged portion of the record is disclosed.

8.0. APPENDICES:

8.1. Index of student records subject to Executive Order 796 guidelines

8.2. Request for Records Access

8.3. Request for Photocopy

8.4. Request to Amend Records

8.5. Consent to Disclose Student Records

8.6. Disclosure Log

8.7. Releasing Student "Directory Information" to Outside Agencies

8.8. Current Charges for Records Access

8.9. Locations for Information and Submission

Appendix 8.1.

INDEX OF STUDENT RECORDS SUBJECT TO
EXECUTIVE ORDER 796 GUIDELINES

Note: Retention periods for all records listed are found in the Cal State L.A. Administrative Procedure on "Records Retention and Disposition."

Date: March 2000

Description of Records	Title of Custodian	Address of Custodian
ADMISSION/STUDENT FOLDER ITEMS		
1. Academic Records from other Institutions (including associated worksheets, evaluations, etc.)	ADMISSIONS OFFICER	ADM. 247
2. Application for Admission	ADMISSIONS OFFICER	ADM. 247
3. Admissions Correspondence	ADMISSIONS OFFICER	ADM. 247
4. Admissions Confidential Records and Correspondence	ADMISSIONS OFFICER	ADM. 247
5. International Student Certification (I 20 for F Visa or IAP 66 for J Visa)	DIRECTOR, INTERNATIONAL PROGRAMS AND SERVICES	ADM 127
6. Graduate Credit Requests	ADMISSIONS OFFICER	ADM. 247
7. Graduate Record Exam	DIRECTOR OF UNIVERSITY TESTING CENTER	LIB PW 2098
8. Graduation Checks	REGISTRAR	ADM. 401

Appendix 8.1. (con't)

Description of Records	Title of Custodian	Address of Custodian
9. Petitions for Exception to Policy	REGISTRAR	ADM. 401
10. Statement of Residence	ADMISSIONS OFFICER	ADM. 247
11. Testing Results (including entrance examinations)	DIRECTOR OF UNIVERSITY TESTING CENTER TESTING	LIB PW 2098
FINANCIAL AID ITEMS	DIRECTOR, CENTER FOR STUDENT FINANCIAL AID	SA 124
1. Information and Supporting Documents from student's Free Application for Federal Student Financial Aid (FAFSA) for the following programs: a. Pell Grant b. College Work Study (CWS) c. Federal Direct Student Loans d. National Direct Student Loans (NDSL) e. Nursing Student Loans f. Supplemental Educational Opportunity Grants (SEOG) g. Educational Opportunity Grants (EOP) h. State University Grant (SUG) i. Cal State L.A. Grants j. Cal Grants		

Appendix 8.1. (con't)

Description of Records	Title of Custodian	Address of Custodian
1. Application for Assistantships, Scholarships and Awards	CENTER FOR STUDENT FINANCIAL AID OR VARIOUS DEPARTMENTS	
2. All financial/payment records	FINANCIAL AID BUSINESS OFFICE	ADM. 513
a. Short-term-or Emergency Student Loans		
b. Special Funds		
c. Duplicate Cashier Receipts		
INTERNATIONAL STUDENT ADVISING FILE	DIRECTOR, INTERNATIONAL PROGRAMS AND SERVICES	ADM. 127
GOVERNMENT PROGRAM CERTIFICATIONS (Social Security Beneficiaries, Veterans, etc.)	DIRECTOR, CENTER FOR STUDENT FINANCIAL AID	SA 124
GRADE SHEETS	REGISTRAR	ADM. 401
GRADUATE STUDIES ITEMS		
1. Active Candidate Folder	ADMISSIONS OFFICER	ADM. 247
2. Completed Degree Folder	ADMISSIONS OFFICER	ADM. 247
3. Clearance for Master's Degree	ADMISSIONS OFFICER	ADM. 247
4. Deferred/Denied Folder	ADMISSIONS OFFICER	ADM. 247
5. Requests for Graduate Credit for Undergraduate Work	ADMISSIONS OFFICER	ADM. 247

Appendix 8.1. (con't)

Description of Records	Title of Custodian	Address of Custodian
HOUSING RECORDS 1. Student Record Housing Application Room Inventory Check-out Sheet Damage Charges Payment Ledger Card 2. General Housing Files	DIRECTOR, HOUSING AND RESIDENTIAL LIFE	STD. HSG. PHASE II
PERMANENTACADEMIC RECORD	REGISTRAR	ADM. 401
REGISTRATION AND CHANGE OF PROGRAM FORMS	REGISTRAR	ADM. 401
STUDENT PLACEMENT ITEMS 1. Educational Placement Files 2. On-Campus Interview Files	DIRECTOR CENTER FOR CAREER PLANNING AND PLACEMENT	CAREER CENTER
STUDY LIST	REGISTRAR	ADM. 401
TRANSCRIPT REQUESTS	REGISTRAR	ADM. 401
ACT, GRE Files	DIRECTOR OF TESTING	LIB PW 2098

Appendix 8.1. (con't)

Description of Records	Title of Custodian	Address of Custodian
American Culture and Language Program Files	DIRECTOR, ACLP	Lib W 1084
Case Files	JUDICIAL AFFAIRS OFFICER	SA 108
Continuing Education Certificate Students Course Files Extension Credit Enrollees Legal Assistant Program files Non-Credit Enrollees	DEAN, EXTENDED EDUCATION	LIB PW 1084
Department of Motor Vehicles Search Records	DIRECTOR, FACILITIES SERVICES	BLDG. T
EOP Admissions and Student Services Records	DIRECTOR, EOP	SA 210
Formal Complaints/Filed with Outside Agencies	DIRECTOR, EQUITY AND DIVERSITY	ADM. 606
Health Center Cash Receipt Journal Medical Records Pharmacy Prescriptions	CHIEF OF STAFF	HEALTH CENTER

Appendix 8.1. (con't)

Description of Records	Title of Custodian	Address of Custodian
International Student Files	DIRECTOR, INTERNATIONAL PROGRAMS AND SERVICES	ADM 127
Law Enforcement Records	DIRECTOR, PUBLIC SAFETY	BLDG C
Masters Program Files	ASSOCIATE DEAN GRADUATE STUDIES	Charter College of Education
Medical Verification Files and Equipment Loan Agreement Files	DIRECTOR, OFFICE FOR STUDENTS WITH DISABILITIES	SA 115
Officer Roster	DIRECTOR, CENTER FOR STUDENT DEVELOPMENT AND PROGRAMS	U-SU 204
College/Department Files Affirmative Action Compliance Reports Graduate Student Files Student Grievance/Departments Student Grievance/School	COLLEGE DEANS	

Appendix 8.1. (con't)

Description of Records	Title of Custodian	Address of Custodian
Student Grievance Files	VPSA	SA 108
Teaching Credential Program	ASSOCIATE DEAN, STUDENT SERVICES OFFICE	Charter College of Education
Tutor Files	DIRECTOR, UNIVERSITY LEARNING SERVICES	LIB PW 1062A
Volunteer Application Forms/Roster Files	EDUCATIONAL PARTICIPATION IN COMMUNITIES	CC BASEMENT

Appendix 8.7

RELEASING STUDENT "DIRECTORY INFORMATION" TO OUTSIDE AGENCIES

Cal State L. A. is authorized under The Family Education Rights and Privacy Act (FERPA) to release "directory information" about students. "Directory information" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The above designated information is subject to release by the campus at any time unless the student informs the campus in writing of what directory information they do not want released. Such written objections should be directed to the University Registrar.

Students who wish to submit written objections to the release of their directory information should complete the form below and return it to the Office of Enrollment Services located in Administration 146.

Until further written notice, I hereby request that the following directory information NOT be released about me to any outside agency: (check all that apply)

__ Name
__ Address
__ Telephone
__ Date of Birth
__Place of Birth
__Dates of Attendance
__Degrees and Awards Received
__Most Recent Institution Attended
__Major Program
__Sports Participation
__Weight/Height of Athlete

_____ _____
Student's Signature Student's Full Name (print clearly)

_____ _____
Student's ID Number Date

(Submit completed form to the Office of Enrollment Services located in Administration 146)

Appendix 8.8

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
RECORDS ACCESS CHARGES

Charges are payable to California State University, Los Angeles at the University Cashier's Office.

Transcript

Effective July 1, 1983, the charge for transcript reproduction will be as follows:

Single Transcript	$ 4
Additional transcripts prepared at the same time	$ 2 (up to 10 copies)
Additional transcripts prepared at the same time	$ 1 (in excess of 10 copies)

Other Records

All other records will be reproduced for a charge of 10 cents per page.

Appendix 8.9

LOCATIONS FOR INFORMATION AND SUBMISSION

1.	Copy of Procedural Documents	Office of Vice President for Student Affairs	SA 108
2.	Submission of Directory Information	Enrollment Services	Adm. 146
3.	Submission of Request to Amend Records	Office of Vice President for Student Affairs	SA 108