

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

ACADEMIC SENATE

EXECUTIVE COMMITTEE - AGENDA

October 4, 1977

AG 241 3 PM

SPECIAL SESSION

Chair, Tom Hale  
Vice Chair, Mike Cirovic  
Secretary, Alan Foutz

- I. Approval of Minutes - Executive Committee - September 20, 1977.
- II. Business Items
  - A. Constitution and Bylaws Committee (Hale)
- III. Discussion Items
  - A. Policy Statement on Student Records (Attachment)
  - B. University Hour (Attachment)

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO  
Policy on Student Privacy

Student education records of California Polytechnic State University, San Luis Obispo are kept in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) and the regulations adopted thereunder (45 C.F.R. 99), hereinafter referred to as FERPA, Chapter 13 (Sections 67100-67147 of Part 40 of Division 5 of Title 3 of the California Education Code, and Executive Order 267 of the California State University and Colleges. Each of these items is hereby incorporated by reference herein.

I. Introduction

By using the procedures outlined in this Administrative Bulletin, students may:

1. Personally review education records directly related to them;
2. Challenge the content of such records; and
3. Insert into their education records a written explanation concerning their content.

The University may not disclose the contents of education records, without a student's written consent, except to those entitled to nonconsensual disclosure under provisions of FERPA and Sections 67100-67147 of the Education Code.

Questions with respect to a student's rights and options under these laws should

- b. A student-initiated request to provide copies of personally identifiable information concerning that student to another college or university is accompanied by payment of all fees and charges due the University; or
- c. University policy allows students to have a copy of a particular education record (e.g. one's transcript), provided that all fees and charges due the University by the student have been paid.

The University will refuse a request for a copy of that portion of any education record containing information concerning students other than that of the requesting student. There may be times when a law or a court order requires the University to refuse an otherwise legitimate request for a copy of an education record.

When copies are made for a student, the charge will be at cost (currently 10¢ a page), except for copies of transcripts and copies of placement files. Fees collected for reproduction costs will be deposited and expended through the State College Trust Fund per Section 89721 (g) of the Education Code.

### 3. Types and Locations of Education Records, Generally

The University regularly maintains numerous education records, including permanent folders, files and transcripts located in the Admissions Office and the Records Office, and graduate and undergraduate student

departmental files located in the individual department offices and supervised by the department heads, or school deans.

<sup>Space</sup> ¶ On or before October 15 of each academic year, the Director of Judicial Affairs will distribute a survey to all University administrators who may have custody of education records. This survey will require custodians of education records to list the types of education records they maintain (compiled so as to allow those reading the list to have a general idea of the type of information any particular education record might contain) and the titles and addresses of the records' custodians. This information will be submitted to the Director of Judicial Affairs on or before November 15 of each academic year. If this Administrative Bulletin is issued after ~~the~~ either of the deadline dates has passed, the Director of Judicial Affairs will act to insure that the first such survey is completed in an expeditious manner. After collation of the survey, the complete list of the types and locations of education records maintained by this University and the titles and addresses of the officials responsible for those records will be available in the office of the Director of Judicial Affairs. It is anticipated that the revised listing will be available on January 1, each year.

B. Disclosure of Personally Identifiable Information from Education Records

1. General provisions relating to release of covered information from Education Records

The University will not release any personally identifiable information from its education records without a student's written consent, except under circumstances authorized by FERPA Sections 99.30 and 99.31 and Education Code Sections 67142 and 67143. When it is necessary to procure from a student the written consent just referred to, the consent shall be signed and dated by the student and shall include:

- a. A specification of the records to be disclosed;
- b. The purpose or purposes of the disclosure; and
- c. The party or class of parties to whom the disclosure may be made.

The written consent shall be kept permanently with the student's record from which information was released.

When the University discloses personally identifiable information from a student's education records, it shall inform the party to whom the disclosure is made that release of the information 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. When a student provides written consent to disclose personally identifiable information from a student's education records to another college or university, the University shall notify the student of the right to receive a copy of the

record (after paying the appropriate fee) and the right to challenge the content of the record (as discussed later in this Administrative Bulletin), except that the University will prevent transfer and withhold copies of such records from students for nonpayment of debts in accordance with Title 5 of the California Administrative Code, Section 42381 and Section 67124 of the Education Code.

The University grants access to education records to all California Polytechnic State University, San Luis Obispo school officials when the proper performance of their duties creates a legitimate educational interest requiring such access. "School officials" are employees of the University and its auxiliary organizations who, because of their employed capacity, have a need for information related either to assisting students in the attainment of their educational goals or to assisting the University in the accomplishment of its educational mission. A "legitimate educational interest" is any interest in the conduct of University affairs that either assists students in attaining their educational goals or assists the University in accomplishing its educational mission.

Pursuant to the provisions of FERPA Section 99.34(a), the University will forward appropriate education records to officials of other schools or

school systems in which the student seeks or intends to enroll when the request is initiated by that school.

## 2. Directory Information

The University has designated certain types of personally identifiable information as "Directory Information"; at the University's discretion, Directory Information may be made available to the public on request.

The following categories of information have been deemed to be Directory Information:

A student's name, address, telephone number, parent's(s') name(s) and address(es), date and place of birth, marital status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, current class schedule, dates of attendance, degrees and awards received, and any previous educational agencies or institutions attended.

In deciding whether this information should be disclosed, the University will carefully screen all requests for such information that it receives. Any student may prevent the public disclosure of the above categories of information (without prior consent or as otherwise required by law) only by filing an objection with the office of the Director of Judicial Affairs, on a form provided by that office, within three working days of completing

registration. In addition to the Directory Information provisions of this Administrative Bulletin, a complete notice statement regarding the University's policy on Directory Information appears on the set of cards that a student fills out in order to register each quarter.

C. Recording Requests for Access and Disclosures of Personally Identifiable Information

The custodian of each education record kept by California Polytechnic State University, San Luis Obispo maintains a log of each request and each disclosure of personally identifiable information from the education records of the University's students (except for requests made by and disclosures made to school officials with a legitimate educational interest, the student, parties to whom Directory Information is released, parties for whom written consent has been executed by the student, and other parties defined by FERPA Sections 99.30 and 99.31 and by Education Code Sections 67142 and 67143). This log, kept with the applicable education records, indicates the parties who have requested or obtained disclosure of information and the legitimate interests these parties had in requesting or obtaining the information. The log shall be open only to the student, the record's custodian or designee, other school officials having a legitimate educational interest in the record, and as otherwise provided in Education Code Section 67122



Any student who wishes to exercise the right to inspect the record of disclosures of personally identifiable information must complete the applicable form available in the Director of Judicial Affairs Office, ~~Administration-215~~. Within a reasonable time, but not more than 15 days after a request to review the record of disclosures has been made, the student will be allowed to inspect the record in question.

D. Correction and Subsequent Challenge of Education Records

1. Formal challenge of the Contents of Education Records

Students may request change(s) to education records by challenging them if information contained therein is

- a. Inaccurate;
- b. Misleading;
- c. An unsubstantiated personal conclusion or inference (as distinguished from a statement of professional judgment within the observer's area of competence);
- d. A conclusion or inference outside of the observer's area of competence;
- e. Not based upon the personal observation of a named person with the time and place of the observation noted; or
- f. Otherwise in violation of their privacy or other rights.

Students shall file such challenges with the Director of Judicial Affairs on a form provided by that office. It is assumed however that, before taking this step, students will have discussed the matter with the custodian of the particular education record involved in an informal attempt to cause the requested change to be made.

The University in the person of the custodian of the challenged record will decide whether to amend a challenged record within 45 days after receiving an appropriately-filed challenge. The Director of Judicial Affairs shall notify the challenging student in writing of the University's decision and of the student's right to request a hearing should the University have decided against a requested records change.

## 2. Hearings on Challenges to the Contents of Education Records

If the University (in the person of the custodian of a given educational record) has decided initially against changing a student's record (via notification to the student by the Director of Judicial Affairs as described in Section II.D.1. of this Administrative Bulletin), the student may request a hearing in the matter by completing the applicable form in the Director of Judicial Affairs' office. Such a hearing shall be conducted in accordance with the following guidelines:

- a. The hearing will be within 45 days after the request has been received by the Director of Judicial Affairs, and the student will be given written notice of the date, place and time reasonably in advance of the hearing.
- b. The hearing will be conducted by a University official (hearing officer) having no direct interest in its outcome. Ordinarily this official will be the Dean of Students.
- c. The student will be afforded the opportunity to present evidence designed to persuade the hearing officer that one of the six possible reasons for change, enumerated in Section II.D.1 of this Administrative Bulletin, exists.
- d. The student may be assisted or represented by any individual(s), at his/her own expense, including an attorney.
- e. The hearing officer's written decision will be made within a reasonable period of time after the hearing's conclusion and will be based solely upon the evidence presented at the hearing. A summary of the evidence and the reasons for the decision will be included in the written decision.

If, as a result of the hearing, the University decides to amend the student record, the education record will be amended by the records custodian and the student so informed in writing by the Director of Judicial Affairs.

If, as a result of the hearing, the campus decides not to amend the student's record, the student will be informed of the right to submit (for placement in the education record) a statement commenting on the information in the challenged record and/or setting forth any reasons for disagreeing with the hearing officer's decision. Such a statement shall be maintained permanently with the education record in accordance with FERPA Section 99.21 and Section 67132, of the Education Code.

### 3. Insertions into the Contents of Discipline Records

Students may add a written response to the record of any disciplinary action taken against them pursuant to Title 5 of the California Administrative Code, Section 41301 with or without mounting a formal challenge to the record of such a disciplinary action.

### 4. Grading and Actions Pertaining to Academic Performance

No provision of this Administrative Bulletin may be used to contest

- a. The assignment of grades;
- b. Academic probation or disqualification actions resulting from the assignment of grades; or

c. Administrative academic probation or disqualification actions as authorized by Executive Order 186 of the California State University and Colleges.

However, the procedures outlined in this Administrative Bulletin may be used to request that an improperly recorded grade or any other inaccurately recorded information contained in education records be corrected.

E. Complaints regarding violations of FERPA

Complaints regarding alleged University violation of any portion of FERPA may be directed to:

The Family Educational Rights and Privacy Act Office (FERPA)  
Department of Health, Education, and Welfare  
330 Independence Ave. SW.  
Washington, D. C. 20201

The University hopes that any such complaints would first be raised locally by discussion with the Director of Judicial Affairs.

F. Availability of this Administrative Bulletin and Notice to Students of Its Provisions

Copies of this Administrative Bulletin may be obtained in the Office of the Director of Judicial Affairs, Administration 215.

A condensed version of this Administrative Bulletin, designed to notify students of their rights and the availability of the information specified in FERPA Sections 99.5 and 99.6 and Section 67121 of the Education Code will be distributed to all new students during their initial registration. In addition the condensed version will be distributed to all students during Fall Quarter registration each year. If this Administration Bulletin is issued after the beginning of a Fall Quarter, the first distribution of the condensed version to all students will occur during the nearest subsequent quarterly registration.

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES


Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802  
(213) 590- 5545

Code: SA 77-68

Date: August 1, 1977

REPLY REQUESTED BY  
OCTOBER 1, 1977

To: Deans of Students

From:   
David Kagan  
State University Dean  
Student Affairs

Subject: Written Policy Statement on Student Records  
Required by Executive Order No. 267

As you know, each campus is required to develop a written policy statement on student records administration in accordance with the federal Family Educational Rights and Privacy Act, Education Code Sections 67110-67147 (formerly numbered as 22509-22509.18), and Section B.1 of Executive Order No. 267.

The purpose of this memorandum is to remind you that Section D.4 of Executive Order No. 267 requires each campus to file a current copy of its student records policy with the Division of Student Affairs in the Office of the Chancellor.

We would appreciate your forwarding a copy of this policy to Mr. David Travis, Associate Dean, Student Affairs, no later than October 1, 1977.

Thank you for your cooperation.

DK:pb

---

Distribution: Presidents  
Vice Presidents, Academic Affairs  
Vice Presidents, Administration  
Deans of Students  
Deans of Graduate Studies  
Deans/Directors, Admissions and Records  
Registrars  
Directors, Career Planning and Placement  
Directors, Financial Aid  
Chancellor's Office Staff  
Administration Information Center

# Memorandum


To : ✓ Tom Hale, Academic Senate

ACADEMIC SENATE Date: August 26, 1977

Dale Andrews, Administrative Council

Everett Chandler, Student Affairs Council 06 30 1977 File No.:

CAL POLY - SLO Copies : Gerard  
Coats

From : Hazel J. Jones   
Vice President for Academic Affairs

Subject: University Hour: Space and Scheduling Problems

The purpose of this memo is to request that each of the persons named above place the topic of University Hours: Space and Scheduling Problems on the agendas of the various consultative bodies for discussion and recommendation to President Kennedy.

As you know, Cal Poly, SLO, has recently been designated by the Chancellor's Office as an impacted campus; that is, one which is turning away more students than can be accommodated (over 4,000 were turned away fall quarter).

However, despite our impacted status, despite the difficulties of scheduling a sufficient number of classes during prime time, despite the loss of flexibility in scheduling classes or trying to change schedules, the University continues to maintain a University Hour, Thursday, 11:00 a.m.

It is time to reexamine that policy. Most other CSUC campuses, even though not impacted, eliminated College Hour some time ago. President Kennedy and others have raised the question of the appropriateness of maintaining such a prime time hour in view of our space problems and impaction.

Incongruously, the current problem is further exacerbated by our success in receiving approval of the new library. The building of the new library will produce further space constraints, beginning winter quarter, 1978. At that time all buildings comprising the Jungle must be moved or razed preparatory to Library construction, and occupants of the Jungle must be housed elsewhere.

Eventually the space problems will be eased with completion of Fisher Hall (August, 1978), the Faculty Office Building (March, 1979), the new Library (late fall, 1980), and conversion of the old Library (date unknown).

In the meantime, it is appropriate to examine our current scheduling practices to see whether modification is possible. The question I am asking you to consider is this: Can/Should University Hour be modified or eliminated?

Attached to this memo are the following proposals:



I. Modification of University Hour

The modification plan proposed below would provide an additional time block which would allow the scheduling of up to 100 more lecture classes during Tuesday - Thursday prime time by modifying the use of University Hour to include some lecture courses and by starting classes at 7:30 instead of 8:00 a.m. (MWF classes start at 7:00 a.m.).

Plan one will retain University Hour but relaxes the scheduling of lecture classes during that hour. (Laboratory classes for some time have been scheduled on a needs basis during the Thursday 11:00 a.m. block.)

Plan one would provide for the following:

- A. One-and-one-half hour classes would be scheduled as needed.
- B. Lecture classes would be scheduled during University Hour provided that other section(s) of the same course were offered at other times. (This would provide time for faculty and for students to come together at a specific time for a specific purpose--e.g., practice for special musical performances; special productions, faculty meetings, etc.)
- C. Classes would be scheduled in one-and-one-half hour time blocks, beginning at 7:30 a.m. on Tuesday and Thursday (Monday-Wednesday-Friday classes now start at 7:00 a.m.).  
(See attached proposed CAM revision.)

II. Elimination of University Hour

Plan two would require a change in CAM which permits scheduling of all time blocks through the week. (See attached proposed CAM revision.)

I am requesting that the consultative bodies act as soon as possible in considering the alternatives below. Schedules for winter quarter are due in mid-October. If a change is to be made, it should be incorporated into the winter class schedule. I will appreciate your earliest consideration of this matter.

The proposed CAM revisions for Plans I and II are attached.

Proposals:

Revision of CAM Sections Pertaining to University Hour

I. Modification of University Hour

CAM 235.2 Lectures

- B. A lecture classes ~~are not to~~ may be scheduled during University Hour, Thursday at 11:00, ~~without the expressed consent of the Vice President for Academic Affairs~~ provided that another section of the same course is available at some other time during the week.
- E. Tuesday - Thursday hour-and-one-half classes should be offered as needed. Lecture sections should be scheduled in ~~0800-0930, 0930-1100, 0730-0900,~~ 0900-1030, 1030-1200, 1200-1330, 1330-1500, 1500-1630, 1630-1800, and 1900-2030 time blocks.

or

II. Elimination of University Hour