

TRANSMITTAL OF RULES ADOPTED BY INSTRUCTION OF HIGHER EDUCATION  
(Instruction for Completion of Back of Page)

FROM: Central Washington State College  
(Name of Institution)

TO: CODE REVISER  
LEGISLATIVE BLDG (Southwest Corner, Ground Floor)  
Olympia 98504

The enclosed  Permanent rules  
Emergency rules  , being order No. 10

relating to (Name of rules or description of subject matter)

Student Records Policy of Central Washington  
State College

(ALTERNATIVE A. Use only for adoption of permanent rules)

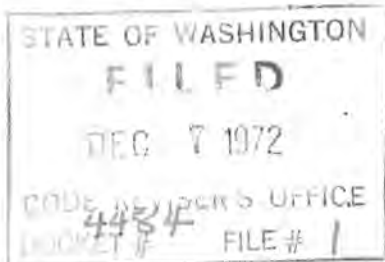
pursuant to Notice No. 3771 ① filed with the code reviser  
on 11-30-72 ② were regularly adopted as permanent rules of this  
(date) Barge Hall, Rm. 303,  
institution at CWSC Campus on 12-6-72 and are herewith  
(place) (date)  
filed in the office of the code reviser pursuant to chapter  
28B.19 RCW (1971 1st ex.s. c 57). The effective date of such rules  
shall be \_\_\_\_\_ ③

(ALTERNATIVE B. Use only for adoption of emergency rules)

pursuant to its finding that the immediate adoption of  
these rules is necessary for the preservation of the public  
health, safety, or general welfare and that observance of the  
requirements of notice and opportunity to present views on the  
proposed action would be contrary to the public interest, were  
regularly adopted as emergency rules of this institution at  
\_\_\_\_\_ on \_\_\_\_\_ and are herewith filed in the office  
(place) (date)  
of the code reviser pursuant to chapter 28B.19 RCW (1971 1st ex.s.  
c 57).

The undersigned hereby certifies that the requirements of chapter  
28B.19 RCW (1971 1st ex.s. ch 57) and of the Open Public Meetings  
Act of 1971, chapter 42.30 RCW (1971 1st ex.s. ch 250) have been  
fulfilled.

Dated this \_\_\_\_\_ 6th \_\_\_\_\_ day of December 1972.



Central Washington State College  
(AGENCY)

Steve Milson

By  
Assistant Attorney General  
Title

Effective 9/7/71

[Form CR-5]

STATE OF WASHINGTON

CENTRAL WASHINGTON STATE COLLEGE

ADMINISTRATIVE ORDER NO. 10

(1) I, Robert S. Miller, Dean of Student Development Services of Central Washington State College of the state of Washington, by virtue of the authority vested in me under chapter 28B.19 RCW (1971 1st ex.s. c57), chapter 28B.40.120 RCW, Central Washington State College Board of Trustees Resolution No. 71-16, and a letter of designation from the President, do promulgate and adopt the annexed rules and regulations, to wit:

Student Records Policy of Central Washington State College

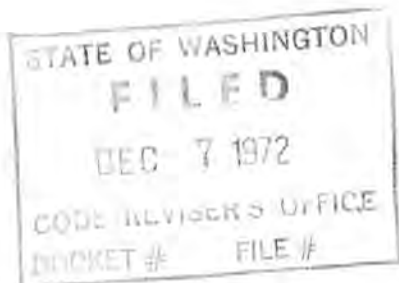
as permanent rules of this institution.

(2) This order after being first recorded in the order register of this institution shall be forwarded to the Code Reviser for filing pursuant to chapter 28B.19 RCW (1971 1st ex.s. c57) 1-13 WAC.

APPROVED AND ADOPTED Dec. 6, 1972

By Robert S. Miller

Dean of Student Development Services



Chapter 106-172

STUDENT RECORDS POLICY

WAC 106-172-700 PREAMBLE. (1) The purpose of WAC 106-172-700 through WAC 106-172-799 is to set forth the policies of Central Washington State College regarding maintenance and use of official student records developed and used throughout the various administrative offices and units of the College.

(2) Higher education facilities of the State of Washington are concerned with the full development of the potentialities of each individual student. Individual students differ with regard to their abilities, interests, background, and educational and personal goals. For these reasons data must be maintained about each student so that effective counseling and advisement may take place.

(3) All offices of the College which collect information as defined in WAC 106-172-710 (1) are given guidelines by this policy which indicate how and under what circumstances said information may be disclosed.

(4) No provision of this policy may be so construed and is not intended to be construed as to be in violation of laws of the State of Washington.

WAC 106-172-710 DEFINITIONS AND REQUIREMENTS. (1) The terms information, data, records, or any other terms considered synonymous with them and used in various offices of the College to indicate a written record which pertains to individual students shall be considered as being within the purview and intent of this policy. The further intent of this policy is to give the same safeguards of privacy and/or confidentiality of personal information as is accorded all citizens.

(2) The items of information set forth in (a), (b), (c), (d), (e), and (f) immediately below about each student are considered a matter of public record. Such information will be made available to any person inquiring during the hours of availability established by the particular office. When the demand for information exceeds the ability of the particular office to make it available, the administrator of the particular office or unit may place additional limitations on time, place, and manner of arranging the availability of the information, so long as no restriction is placed otherwise on its availability.

(a) Full name

(b) Such information as is also available in the Campus Directory

(c) Academic major and minor(s)

(d) Honors awarded

(e) Degree(s) awarded

(f) Present course enrollment, without schedule

(3) It shall be incumbent on the Associated Students of Central to insure that information printed in the Campus Directory appears there only with each student's written permission.

(4) All other information directly and personally related to individual students not included in WAC 106-172-710 (2) (a), (b), (c), (d), (e), and (f) above shall not be given to anyone. This provision shall and does specifically except all lawful and customary uses of data and information required in maintaining the ordinary functioning of the College;

PROVIDED That any student may grant permission for use of information about himself or herself by giving specific permission in writing, or in case of practical necessity in person orally;

PROVIDED FURTHER That the College will respond to any personal subpoena and/or subpoena duces tecum, when lawfully prepared and served upon the College or an appropriate administrator of the College. Upon receipt of a subpoena the College will make sincere and reasonable efforts to notify the student of the subpoena. This notification shall be by Certified or Registered mail to the student at his last known local address, if available, or to his home address, and shall be sent immediately upon receipt of any subpoena.

(5) The College shall not be liable for student records when information available only from the student is not provided initially or kept up to date by the student. This provision shall apply when the College has made adequate provision for supplying the information.

WAC 106-172-720 RIGHT TO REVIEW. (1) Any student, past or present, shall have the right to review, in the presence of appropriate college personnel, any record concerning him, with the following exceptions:

(a) Medical and/or psychological or counseling records protected as confidential by state law and recognized codes of professional ethics. These laws and codes require that information collected be released only to a bona fide competent professional person functioning in his or her professional capacity, and only by written permission of the student or person concerned when the person or student is legally competent.

(b) Letters of recommendation written under a promise of confidentiality, e.g., letters written for the student's individual file in the Office of Career Planning and Placement.

(2) The College and offices of the College have the strict obligation to correct errors in information, when such errors can be reasonably identified and certified by evidence to that effect.



WAC 106-172-730 RESEARCH USES OF INFORMATION. This policy acknowledges that research about students has a legitimate function in assisting the development of the educational mission of the College. Therefore, the Dean of Student Development, as designated Administrative Officer for this policy, is empowered to grant exceptions to the application of the provision for confidentiality. Such exceptions will be granted upon submission of a written statement from the researcher, this statement setting forth specifically what information is required and what use(s) will be made of the information.

Information used for research must always protect the identity of the individual student from unofficial disclosure. For any use of information which might or will breach this provision, the individual must give his or her written consent

WAC 106-172-740 INFORMATION NOT TO BE REQUIRED.

- (1) The College shall not require from any student the following information, for purposes of record:
  - (a) Religious affiliations or religious/ethical value systems
  - (b) Political affiliations or views
  - (c) Membership status in any organization not directly connected with recognized educational functions of the College
- (2) The College shall enable the student to record this information if he or she should desire.

WAC 106-172-750 TIMELY DISPOSAL OF RECORDS. (1) Provisions of the laws and regulations of the State of Washington regarding the time during which records must be maintained will be complied with.

(2) Except as required in subsection (1) above, records will be maintained only during the minimum time in which they may ordinarily be expected to be useful or valid. Each record keeping entity of the College shall make periodic review of its records to insure compliance with this provision.

WAC 106-172-760 EMERGENCY PROCEDURES. The Dean of Student Development, or a college official designated in writing by the Dean, either permanently or for a specified period of time, has discretionary authority to grant exceptions to this policy, as set forth in WAC 106-172-730 and also in the following circumstances:

(1) In the presence of a clear danger to the student or to other person(s) and/or to property.

(2) When it is clear that only by disclosure as provided in (1) above can such danger be averted.

(3) When it is clear that such disclosure will not, in the judgment of the official, cause other and greater harm.

(4) When a situation arises which is not clearly covered by the provisions of this policy, the College and its officials will be guided by the sense and spirit of this policy, particularly as specified in WAC 106-172-710 (1).