

TRANSMITTAL OF RULES ADOPTED BY INSTITUTION OF HIGHER EDUCATION

FROM: Central Washington State College
(Name of Institution)

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

The enclosed rules Permanent rules , being Order No. 29
Emergency rules
relating to (Name of rules or description of subject matter)

Amendments to WAC 106-172, the Student Records Policy
of Central Washington State College

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

pursuant to Notice No. 6052 ① filed with the code reviser
on 7-6-76 ② were regularly adopted as permanent rules of
(date) Samuelson Union Bldg.,
this institution at Rm. 103, CWSC on 7-26-76 and are herewith
(place) (date)
filed in the office of the code reviser pursuant to chapter 28B.19
RCW. The effective date of such rules shall be _____ ③

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

pursuant to its finding in the attached administrative order,
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
(place) (date)
are herewith filed in the office of the code reviser pursuant to
chapter 28B.19 RCW.

The undersigned hereby certifies that the requirements of chapter
28B.19 RCW and of the Open Public Meetings Act of 1971, chapter
42.30 RCW have been fulfilled.

Dated this _____ 29th _____ day of July 19 76.

STATE OF WASHINGTON
FILED
AUG 2 1976
CODE REVISER'S OFFICE
DOCKET 7544 FILE # 2

Central Washington State College
(INSTITUTION)
Robert S. Miller
By _____
Dean of Student Development
Title _____

- ① Notice number as appears on the copy of notice returned to you by reviser's office (if proceedings were continued, use no. of last notice)
- ② Stamped date as appears on the copy of notice returned to you by reviser's office (if proceedings were continued, use date of last notice)
- ③ Unless a later date is specified in this order or is prescribed in another statute, rules are effective 30 days after filing:
RCW 28B.19.050(2). Leave this space blank except in such special cases.

STATE OF WASHINGTON
CENTRAL WASHINGTON STATE COLLEGE

ADMINISTRATIVE ORDER NO. 29

(1) I, Robert S. Miller, Dean of Student Development of Central Washington State College, by virtue of the authority vested in me under chapters 34.04, 28B.19 and 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 as permanent rules of this institution, the annexed rules and regulations to wit:

Amendments to WAC 106-172, the Student Records Policy of Central Washington State College.

(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 and chapter 1-13 WAC.

APPROVED AND ADOPTED July 26, 1976

BY Robert S. Miller

Dean of Student Development

AMD

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 the legitimate and appropriate use of official student records developed and used throughout the various offices and units of the College.

(2) Higher education facilities of the State of Washington are concerned with the full development 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, progress recorded, and credit awarded.

(3) All offices of the College which collect information as defined in WAC 106-172-711 (1) are given guidelines by this policy which indicate how and under what circumstances said information may be used.

(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 City of Ellensburg, County of Kittitas, State of Washington, or the United States Government.

AMD

WAC 106-172-711 DEFINITIONS.

"The College" means Central Washington State College or any office, department, or any unit thereof which maintains educational records.

"Directory Information" means the student's full name, address or addresses on file with the College, date and place of birth, personal information related to participation in recognized activities, telephone number or numbers, dates of attendance, most recent previous educational institution attended, academic majors and minors, honors awarded, degrees awarded, present course enrollment without schedule. The College shall provide the eligible student opportunity to state in writing whether directory information may be published. The College will not release directory information unless authorized in writing by the student.

"Student" means any person who has registered for classes at this College, presently or in the past.

"Education Records":

(1) Means those records, files, documents, and any other materials which:

(a) contain information directly related to a student by which or with which a student can be identified, and
(b) are maintained by the College.

(2) Does not mean:

(a) the records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker of the record and which are not accessible or revealed to any other person except a temporary substitute;

(b) the records of the Campus Police which are maintained separately and solely for law enforcement purposes, and not disclosed to other than law enforcement personnel;

(c) records of a student created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his/her professional capacity, or assisting in that capacity, and which are created, maintained or used only in connection with

provisions of treatment to the student, and are not available to anyone other than the persons providing such treatment; provided, however, that such records can be personally reviewed by an appropriate professional of the student's choice;

(d) permanent records of the parent of the student or any information contained therein;

(e) confidential letters and statements of recommendation which were placed in the education records prior to January 1, 1975, if such letters or statements are not used for purposes other than those for which they were specifically intended.

This provision does not prevent or prohibit the eligible student from establishing a file of confidential information and including letters of recommendation, all of which information may be transmitted only to prospective employers or their local agents, and not to the eligible student. This provision is authorized in WAC 106-172-725 (2);

(f) records of persons employed by the College;

(g) records made only after the student has left the College;

"Personally Identifiable" means that the data or information includes:

(1) The name of a student, the student's parent, or other family member;

(2) The address of the student;

(3) A personal identification, such as student's social security number;

(4) A list of personal characteristics which would make it possible to identify the student with reasonable certainty; or

(5) Other information which would make it possible to identify the student with reasonable certainty.

"Record" means information or data recorded in any medium, including but not limited to: handwriting, print, tapes, film, microfilm, and microfiche.

AMD

WAC 106-172-721 NOTIFICATION BY EDUCATIONAL INSTITUTION.

(1) The College shall inform eligible students, annually, of the following:

(a) the types of education records and information contained therein which are maintained by the institution;

(b) the official responsible for the maintenance of each type of record, the persons who have access to those records, and the purposes for which they have access;

(c) the policies and procedures of the College for reviewing and expunging those records, and for challenging the accuracy of them;

(d) the procedures for gaining access to the educational records;

(e) the cost, as approved by the Board of Trustees, which will be charged to the eligible student for reproducing single copies of records, provided that the cost shall not exceed the actual cost of reproducing the record;

(f) the categories of information which the College has designated as directory information.

(2) Notice of the existence of this Policy and the availability of the information described in (1)(a) through (1)(f) above may be published in any official College print medium publication having general circulation among students. This may be a special publication for this purpose only, or

included in another publication. Students may consult the Office of the Dean of Student Services for the information described.

AMD

WAC 106-172-731 ACCESS TO CWSC EDUCATION RECORDS. The College shall provide access to the education records of students except as otherwise limited.

The right of access shall include:

(1) The right to inspect and review the content of education records in the presence of appropriate College personnel.

(2) The right to obtain single copies of each record, at the expense of the eligible student but not to exceed the actual cost to the College of reproducing such copies.

(3) The right to a response from the College to reasonable requests for explanations and interpretations of those records.

(4) The right of an opportunity for a hearing to challenge the content and accuracy of those records.

(5) (a) Students wishing access under provisions of this policy to education records maintained by the College should address a request in writing to the person in charge of maintenance of that record. If copies are requested, copies may be supplied at no more than the cost of making the copy, including supplies and staff time.

(b) The individual responsible for maintenance of any record shall respond to written requests only, and provide copies as requested, within twenty (20) working days.

(6) The Office of the Dean of Student Services will maintain a file showing what education records are maintained by any department or entity of the College and the title of the individual responsible for maintenance of each record.

AMD

WAC 106-172-761 RIGHT TO A HEARING. (1) The College shall provide students an opportunity for a hearing by the College to challenge the content of such student's education records in order to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction of any such inaccurate, misleading or otherwise inappropriate data contained therein and to insert into such records a written explanation by the eligible student respecting the content of such records.

(2) Whenever possible the College shall attempt to settle such disputes through informal proceedings.

(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) When requested by either party, a formal hearing regarding education records will be held under provisions of the Academic Grievance Procedure of the Faculty Senate of Central Washington State College.