

# Policies and Regulations

## Privacy Rights of Students in Education Records

The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) and regulations adopted thereunder (34 C.F.R. 99) set out requirements designed to protect students' privacy in their records maintained by the campus. The statute and regulations govern access to certain student records maintained by the campus and the release of such records. The law provides that the campus must give students access to most records directly related to the student, and must also provide opportunity for a hearing to challenge the records if the student claims they are inaccurate, misleading, or otherwise inappropriate. The right to a hearing under this law does not include any right to challenge the appropriateness of a grade determined by the instructor.

The law generally requires the institution to receive a student's written consent before releasing personally identifiable data about the student. Fresno State has adopted a set of policies and procedures governing implementation of the statute and the regulations. Copies of these policies and procedures may be obtained at the Registrar's Office. Among the types of information included in the campus statement of policies and procedures are (1) the types of student records maintained and the information they contain, (2) the official responsible for maintaining each type of record, (3) the location of access lists indicating persons requesting or receiving information from the record, (4) policies for reviewing and expunging records, (5) student access rights to their records, (6) the procedures for challenging the content of student records, (7) the cost to be charged for reproducing copies of records, and (8) the right of the student to file a complaint with the Department of Education.

The campus must also conduct a periodic review of campus information management practices concerning student records at least every two years or more often as the need arises. The results of these reviews shall be forwarded to the chancellor by the president and shall include any changes deemed necessary.

The Department of Education has established an office and review board to investigate complaints and adjudicate violations. The designated office is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

The campus is authorized under the Act to release public "directory information" concerning students. "Directory information" at California State University, Fresno may include the student's name; major field of study; participation of officially recognized activities and sports; weight and height of members of athletic teams; enrollment status; degrees, honors, and awards received; and the most recent educational institution attended. The above-designated information is subject to release by the campus at any time unless the campus has received prior written objection from the student specifying what information the student requests not be released. Written objections should be sent to the Registrar's Office.

The campus is authorized to provide access to student records to campus officials and employees who have legitimate educational interests in such access. These persons have responsibilities in the campus's academic, administrative or service functions and have reason for accessing student records associated with their campus or other related academic responsibilities. Student records may also be disclosed to other persons or organizations under certain conditions (e.g., as part of the accreditation or program evaluation; in response to a court order or subpoena; in connection with financial aid; or to other institutions to which the student is transferring).

For students employed in positions represented by CSU Bargaining Unit 11 only, "directory information" may also include address, department in which employed, telephone number, e-mail address, and status as a student employee (i.e. TA, GA, ISA) provided, however, such information may be considered "directory information" only for purposes of disclosure of the CSU Chancellor's Office to the Exclusive Representative of Bargaining Unit 11.

The campus is authorized to provide access to student records to campus officials and employees who have legitimate educational interests in such access. These persons have responsibilities in the campus's academic, administrative or service functions and have reason for accessing student records associated with their campus or other related academic responsibilities. Students' records may also be disclosed to other persons or organizations under certain conditions (e.g., as part of accreditation or program evaluation; in response to a court order or subpoena; in connection with financial aid; or to other institutions to which the student is transferring).

**Use of Social Security Number.** Applicants are required to include their correct Social Security numbers in designated places on applications for admission pursuant to the authority contained in Section 41201, Title 5, *California Code of Regulations*, Section 6109 of the Internal Revenue Code (26 U.S.C. 6109). The university uses the social security number to identify students and locate their records. The social security number is used to determine financial aid eligibility and disbursement and to identify the student's repayment of financial aid and other debts payable to the institution. Also, the Internal Revenue Service requires the university to file information returns that include the student's Social Security number and other information such as the amount paid for qualified tuition, related expenses, and interest on educational loans. This information is used by the IRS to help determine whether a student, or a person claiming a student as a dependent, may take a credit or deduction to reduce federal income taxes.

Taxpayers who claim Hope Scholarship or Lifetime Learning tax credit will be required to provide their name, address, and Taxpayer Identification Number to the campus.

## Research on Human Subjects

California State University, Fresno has adopted provisions for the conduct of research that employs or influences humans. All research at the university must comply with these provisions. Students must familiarize themselves with the provisions by inquiring in the departmental offices or the office of the dean of their college/school.

## CSU Immunization Requirements

Entering CSU students are required to present proof of the following immunizations to the CSU campus they will be attending before the beginning of their first term of enrollment. **Measles and Rubella:** All new and readmitted students born after January 1, 1957 must provide proof of full immunization against measles and rubella prior to enrollment. **Hepatitis B:** All new students who will be 18 years of age or younger at the start of their first term at a CSU campus must provide proof of full immunization against Hepatitis B before enrolling. Full immunization against Hepatitis B consists of three timed doses of vaccine over a minimum 4 to 6 months period. If you need further details or have special circumstances, please consult the Student Health Center, 559.278.2734.