

STUDENT RECORDS

---

COMPREHENSIVE  
SYSTEM

The College President or designee shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the College's operation. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for utilization by authorized school personnel.

CUSTODIANS OF  
RECORDS

The Director of Admissions/Registrar is custodian of all records for currently enrolled and former students and for all official academic records. The Director of Admissions/Registrar shall protect the security, confidentiality, and integrity of all student records (whether students were enrolled in on campus courses or in distance education courses) and shall work with the Department of Information Technology to protect and ensure that all electronic student data is secured and backed up. The Vice President for Administration is custodian of all other records. Address for the custodian of records shall be included in the Annual

director information is valid only during the period in which the student is enrolled at Galveston College. Directory information includes the following:

- Name
- Address
- Age (but not date or place of birth)
- Degrees earned and dates
- Major field of study
- Classification
- Dates or terms of attendance
- Enrollment Status (Full or part-time)
- Previous educational institutions attended
- Honors and/or awards
- Eligibility for and participation in officially recognized activities and sports
- Weight, height, and sports statistics of members of athletic teams

### **Directory Information and the Solomon Amendment**

The Solomon Amendment is a federal law that authorizes institutions to fulfill military recruitment requests for access to student information on currently enrolled students age 17 and older. Student recruitment information includes the student's name, address, telephone, age (or year of birth), place of birth, level of education, most recent educational institution attended, and current major.

### **Directory Information and Institutional Articulation Agreements**

Galveston College may enter into an articulation agreement with another college or university to ease transfer of student credit. As part of the agreement, the college may release student information to that college or university, including the student's name, address, telephone, age (or year of birth), place of birth, level of education, most recent educational institution attended, and current major.

