

## Policy Governing Release of Information in Student Records

### University ID (UID) Number

The University ID is now the preferred access number for your student records. It replaces the Social Security number as the primary identifier. To help maintain the privacy of students' Social Security numbers (SSN), the Student Information System uses a new 10-digit computer-generated number. The SSN is still used for financial aid and employment information but is no longer considered a student ID number. All newly admitted students receive the 10-digit UID. They can use it to create their initial computing accounts before they arrive on campus. Students do not need to know their UIDs for registration. When they log into OneStart with their IU Network ID username and password, they are ready to register for classes. Currently enrolled students can look up their UID in the Personal Information link in OneStart.

### Student Records

In compliance with Section 438 of the "General Education Provisions Act" (as amended) entitled "Family Educational Rights and Privacy Act," the following is IUS's policy explaining the procedures available to provide a student appropriate access to his/her records while protecting confidentiality.

- (a) Certain definitions and principles contained in the law and proposed guidelines are specifically adopted in the policy:
- (1) "Student" is defined as one who has attended or is attending Indiana University and whose records are in the files of the university.
  - (2) Educational records do not include files retained by individuals and not accessible to any other person except a substitute faculty/staff member. Student disciplinary records, except as stipulated by law, are considered educational records and as such are protected.
  - (3) Public information is limited to name, address, e-mail address, phone, major field of study, dates of attendance, admission or enrollment status, campus, school or division, class standing, degree and awards, activities, sports, and athletic information. Records of arrests and/or convictions and traffic accident information are also public information and may be released to anyone making inquiry.
- (b) Public information shall be released freely unless the student files the appropriate form requesting that certain public information not be released. This form is available at the Office of the Registrar. Public information that cannot be restricted includes name, enrollment status, degrees, and dates of attendance.

The student may review his or her record upon request and may ask for deletions or corrections of the record in a hearing process described in detail in the *Code of Student Rights, Responsibilities, and Conduct*. References, recommendations, and other similar documents may carry a voluntary waiver relinquishing the student's right to review this specific material. The student may also release the record to others by signing a written release. For additional information, please refer to this Web site: [www.indiana.edu/~iues/ferpa.htm](http://www.indiana.edu/~iues/ferpa.htm).

### Sex Offender Screening

Indiana University Southeast periodically checks the names of enrolled students against the names listed in the Indiana Sex Offenders Registry. It is the policy of IUS that no students who have been convicted of sex offenses against children shall be eligible for admission to or matriculation in any academic program that places them in direct proximity to children (people under the age of 18). Except when it conflicts with a school or division or program policy, such students will be given alternative assignments to any class projects, field experiences, practica, or extracurricular activities that would put them in proximity to children.

## Student Services

The following services are offered to support and enhance the educational experience at Indiana University Southeast.

### Career Services and Placement

The office is located in the University Center between the food court and the bookstore.

University Center 008

Phone: (812) 941-2275

Fax: (812) 941-2557

Web site: [www.CareerServices.ius.edu](http://www.CareerServices.ius.edu)

**Mission Statement** The Office of Career Services and Placement provides students and alumni with opportunities for career exploration, clarification, and professional growth, thereby increasing career awareness, installing personal confidence, providing enhanced employment opportunities, and encouraging them to achieve their personal and professional career-related goals. The office also provides employers access to professionally prepared students and alumni and serves as a vital and valuable career link between the institution and the community.

James A. Kanning, *Director*

Jo Hatfield, *Career Counselor*

Whitney Roberts, *Internship Program Coordinator*

Cathy Denton, *Office Services Senior Assistant*