





The following is an excerpt from the "Policy on the Release of Student Information and Access to Records at Southern Illinois University Carbondale."

Section III A. Disclosure not requiring prior consent

1. personally identifiable information from the records of a student, except in the case of directory The appropriate recordkeeping office shall obtain the written consent of the student before disclosing information or disclosures to:
  - a. The student himself/herself.
  - b. University personnel who have a legitimate educational need to permit their functioning or research. The sufficiency of the need will be determined by the head of the unit from which the records are sought. Student information supplied to any Southern Illinois University personnel or unit is provided on the basis that it is needed to permit their necessary functioning. All members of the faculty, administration, and clerical staff must respect confidential information about policy statement relative students they require in the course of their work. They are bound by the conditions outlined in this to the release of student information. All institutional personnel should be alert to refer promptly to the appropriate office requests for transcripts, certifications, or other information which that office typically provides. They should restrict their responses to acknowledging, when appropriate, the receipt of requests for student information germane to their sphere of responsibility.
  - c. Officials of other schools or school systems in which the student seeks or intends to enroll, if there is a legitimate need. The sufficiency of the need will be determined by the head of the unit from which the records are sought. A copy of any information sent will be provided to the student upon request.
  - d. Faculty or students conducting student characteristic research providing the research project has written approval of the academic unit executive officer sponsoring the research and providing guarantees are made that no personally identifiable information will be published or released.
  - e. Certain state and federal representatives specified by law for the sole purpose of evaluating and auditing of governmentally funded programs in which the University participates, with the guarantee that the identity of the students will be protected.
  - f. State and local officials as directed by the State Statute adopted prior to November 19, 1974, as approved by University Legal Counsel.
  - g. Organizations conducting studies for, or on behalf of, state or federal educational agencies or administering student aid programs, and improving instruction, with the guarantee that the identity of the student shall be protected. institutions for the purpose of developing, validating, or administering predictive tests,
  - h. In connection with financial aid for which the student has applied or received.
  - i. Accrediting organizations to carry out their accrediting function, with the guarantee that the identity of the student shall be protected.
  - j. Appropriate persons in connection with an emergency, if knowledge of such information is necessary to protect the health or safety of a student or other persons.
  - k. Comply with a judicial order or subpoena, but the University should make a reasonable effort to notify the student first. The sufficiency of the order or subpoena will be determined by the University Legal Counsel and that office shall send the required notice to the student.