
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 Notice of Students Rights under 20 U.S.C., 1232g.

PRIVACY RULES FOR
EDUCATION AND NON-
EDUCATIONAL
RECORDS

The Director of Admissions/Registrar working with others as appropriate shall protect the privacy of all student records, including the privacy of students enrolled in distance education courses or programs in a manner consistent with state and federal guidelines.

DIRECTORY
INFORMATION

Galveston College is required to give public notice of the categories of information. The College has designated "directory information." The categories are as follows: the student's name, address, telephone listing, e-mail address, date and place of birth, number of hours enrolled for the current semester, classification, major and minor field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

After each regularly scheduled registration, a period of five (5) working days will be provided each registrant to indicate that any or all of the above information is not to be released to anyone outside of the College. The student may indicate the item(s) not to be released by completing a form in the Director of Admissions/Registrar's Office.
