

DEARBORN ADMINISTRATIVE GUIDE

Section: Student Services
Subject: Non-Disclosure of Information
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The new Telstar/Banner Student Information System has made a wealth of information about students' academic records more accessible to UM-D faculty and staff. The responsibility for protecting the security and confidentiality of the information in these records is, therefore, now shared by all those employees who have been given database access to this information. The following information is presented to inform you about, and to assist you in following, the University policies governing the disclosure of this information to people within, and external to, the University.

When accessing records information within the University, it is the responsibility of every University faculty and staff member to retrieve and use only those records and data that are required for the performance of their assigned duties.

In responding to requests for student information from parties external to the University (this would include parents, spouses, employment recruiters), University employees are responsible for following UM Public Information policy and procedures.

Under current University policy, the following items are considered "public information."

Public Information
Name, address, telephone number, dates of attendance, class level.
Previous institution(s) attended, major field of study, awards, honors (includes Dean's list), degree(s) conferred (including dates).
Past and present participation in officially recognized sports and activities, physical factors (heights, weights of athletes), date and place of birth.

The University puts the following limitations on the disclosure of these "public information" items:

- Students have the right to request (in writing) that this "public information" about them be protected from external disclosure. If a student has requested this, /CONFIDENTIAL/ will appear on the Telstar/Banner screen when accessing information about the student. In addition, a list of those students who have requested non-disclosure is available from the Office of the Registrar or from

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- your Unit Representative as follows: CAS&L-Marllis Shannon, Education-Joann Otlewski, Management-Sue Wells, Engineering-Rey Perez.
- Although this information is "public," the University does restrict its dissemination. For example, address lists for agencies soliciting business are not provided by the University.

Any external-party requests for information about a student's present course enrollment, academic progress/grades, classroom location must be denied, unless the student has completed an Authorization to Disclose Information form. If an authorization form is not on file, requests may be referred to the Office of the Registrar or to the Office of the Vice Chancellor for Enrollment Management and Student Life for further information or assistance.

Questions regarding this policy may be directed to the Office of the Registrar, telephone 313-583-6500, or sent to registrars@umd.umich.edu.