



THE PETROLEUM INSTITUTE

Number:	PIP 3025
Effective:	February 9, 2010
Revised:	

SUBJECT: Confidentiality and Privacy of Academic Records

REFERENCE: The Petroleum Institute's Policies and Procedures

SECTION 1 PURPOSE

1.1 To establish an institution-wide policy on the confidentiality and privacy of academic records at the Petroleum Institute.

SECTION 2 SCOPE AND APPLICABILITY

2.1 This policy is applicable to all faculty, staff and students at the Petroleum Institute.

SECTION 3 DEFINITIONS

The following definitions apply to this policy:

- 3.1 **Confidentiality:** Refers to restrictions upon the disclosure of a student's personal and academic information, regardless of the source of that information, to other parties. Information that is confidential is subject to the regulations specified herein, and may not be disclosed to other parties unless such disclosure is in accordance with these same regulations.
- 3.2 **Privacy:** Refers to restrictions upon the disclosure of information pertaining to a student's behavior, performance, deeds and conduct, regardless of the source of that information, to other parties. Information that is private is subject to the regulations specified herein, and may not be disclosed to other parties unless such disclosure is in accordance with these same regulations.
- 3.3 **Academic Record:** Student information, in hard and/or soft copy format, to include admission, transfer credit assessment, registration, academic assessment, progress towards degree, grade point average, and graduation.
- 3.4 **Non-Academic Record:** Student information, in hard and/or soft copy format, to include academic integrity and/or code of conduct violations and disciplinary actions as applicable.



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SECTION 4 POLICY

4.1 All faculty, staff and students, academic and administrative programs must adhere to proper procedures for the filing and sharing of records ensuring confidentiality of information and maintaining privacy of the individuals.

SECTION 5 BACKGROUND OR EXCLUSIONS

5.1 To the extent that current information may conflict with this policy, the policy supersedes that information.

SECTION 6 GENERAL PROVISIONS

6.1 Each academic and administrative unit must develop and implement its own policies on confidentiality and privacy while adhering to federal and local laws regarding disclosure of personal records. These policies must allow an individual the right to:

6.1.1 Access their personal records.

6.1.2 Correct their personal records if deemed necessary.

6.1.3 Disclose situations when access without prior consent may occur.

6.2 Release of Student Information: Information in an individual's file or about the individual may be released to another party only with the written consent of the individual or in order to comply with the order of federal and local authorities or any other party with the statutory authority to require the release of such information.

6.3 Identifiable Information: Personal information is considered confidential and private, and will not be released or shared with third parties. This includes, but is not limited to, full name, address, telephone number, PI ID number, photograph, etc. The Petroleum Institute may be required to release such information to federal and local authorities without obtaining prior consent from the concerned individual. In the case of a suspected security breach or conduct violation, such information may be released to the PI representative(s) officially investigating the case.

6.4 Permanent Records: A permanent record reflecting the academic achievements of each student who enrolls at the PI is maintained by the Office of the Registrar. Comprehensive student records contain information related to admission, transfer credit assessment, registration, disciplinary actions, academic assessment, and progress towards degree, grade point average, and graduation. The Office of the Registrar may be required to release such information to the federal and local authorities without obtaining prior consent from the student. In the case of a suspected security breach or



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conduct violation, such information may be released to the PI representative(s) officially investigating the case.

6.5 Other Records: Other records documenting academic and/or non-academic issues related to a student who enrolls at the PI may be maintained by the Office on Internship and Counseling, the student's academic program or academic advisor.

6.5.1 Non-academic records containing information related to academic integrity and/or code of conduct violations may be maintained by the Office of Internship and Counseling. The Office of Internship and Counseling may be required to release such information to the federal and local authorities without obtaining prior consent from the student. In the case of a suspected security breach or conduct violation, such information may be released to the PI representative(s) officially investigating the case.

6.5.2 Academic and/or non-academic records may be maintained by the student's academic program. The Academic Program may be required to release such information to the federal and local authorities without obtaining prior consent from the student. In the case of a suspected security breach or conduct violation, such information may be released to the PI representative(s) officially investigating the case.

6.5.3 Academic and/or non-academic records may be maintained by the student's Academic Advisor. The Academic Advisor may be required to release such information to the federal and local authorities without obtaining prior consent from the student. In the case of a suspected security breach or conduct violation, such information may be released to the PI representative(s) officially investigating the case.

6.6 Information Technology: Every effort must be made to maintain the confidentiality of assigned user names and passwords as well protect the privacy of the Petroleum Institute's electronic and student information systems. The IT Department may be required to release such information to the federal and local authorities without obtaining prior consent from the concerned individual. In the case of a suspected security breach or conduct violation, such information may be released to the PI representative(s) officially investigating the case.

6.7 Library Records: Every effort must be made to protect the privacy of the user circulation records (including publication and internet searches). The library may be required to release such information to federal and local authorities without obtaining prior consent from the concerned individual. In the case of a suspected security breach or conduct violation, such information may be released to the PI representative(s) officially investigating the case.

6.8 Grades and Assessment Results: Grades, Grade Point Averages, academic standing must not be made public. Instructors must not post any assessment or grades in an identifiable manner.



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6.9 Archiving and Retention of Records: The following information and documentation must be retained as follows:

6.9.1 All information included in a student's permanent record (refer to 6.4 of this policy) must be retained in full and permanently.

6.9.2 All information included in a student's other records (refer to 6.5 of this policy) must be discarded permanently and appropriately after a student graduates from the PI or retained for 5 years after the student's last registration at the PI and then discarded permanently and appropriately.

6.10 Storing of Records: The Office of the Registrar is required to safely store all permanent records related to current and past students. Hard copies of the permanent records for all students are stored in the Office of the Registrar in a secured manner with limited access. Soft copies of the permanent records for current students are backed up on a daily basis by the IT Department. A copy of the backed up information is also stored in a remote location as per the IT Department policies.

SECTION 7 RESPONSIBILITIES AND PROCEDURES

7.1 The Provost shall cause the terms of this policy to be observed.

SECTION 8 CANCELLATION

8.1 None.

SECTION 9 REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular time frame to be determined by the President. Upon such review, the President may recommend to the Governing Board that the policy be amended or repealed.

