



# Policy Concept Form

All policy proposals including new policy concepts, recommendations to revise, or requests to repeal must be submitted via this form to the University Secretary. The Secretary will forward completed concept forms to the President's Policy Advisory Council for consideration pursuant to I.03.01 Policy on University Policies. When submitting a policy concept form, please keep the following university definition of "policy" in mind:

*A University Policy ("Policy") is a policy that (1) has broad application or impact throughout the University community, (2) must be implemented to ensure compliance with state or federal law, (3) is necessary to enhance the University's mission, to ensure institutional consistency and operational efficiency, or to mitigate institutional risks; or (4) is otherwise designated by the Board or the President as a University Policy subject to the Policy- Making Process authorized in section 4. A policy establishes rights, requirements or responsibilities. Excluded from this definition are things such as, but not limited to, implementation guides, operating guidelines, internal procedures, and similar management controls and tools.*

<b>Name:</b>	Steve Robinson
<b>Email:</b>	sr1@uoregon.edu
<b>Phone:</b>	x9386
<b>University Affiliation:</b>	Student Services and Enrollment Management (SSEM)

**Policy Subject Matter** (please included existing policy number(s) if available)

UO 05.00.04 Student Records Policy

**Statement of Need and Desired Result** (please describe what we accomplish with the proposed action)

This policy has been replaced by UO Policy III.05.03.

**Affected Policy Stakeholders** (please list all known impacted stakeholders and the nature of those impacts)

Office of the Registrar-responsible for student records and FERPA

**Proposed Action** (i.e., new, revision, repeal)

Repeal

### Reason for Policy

To describe the UO philosophy on the maintenance and use of, and access to, student records.

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### Entities Affected by this Policy

Students and those who have access to student records.

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### Web Site Address for this Policy

<http://policies.uoregon.edu/policy/by/1/05-students/student-records-policy>

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### Responsible Office

Office of the Vice President for Student Life: 541-346-1137, [vpsl@uoregon.edu](mailto:vpsl@uoregon.edu)

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### Enactment & Revision History

07/05/2011 Reviewed and minor updates completed

02/08/2010 Policy number revised from 5.000 to 05.00.04

10/04/1985 Reviewed and recommended by President's Staff

05/01/1977 Promulgated as AM 16.160 (see also OAR 571-21-005 to -080)

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### Policy

Higher Education is concerned with the full development of student potential. Individuals differ in ability, background, interests, social maturity, emotional maturity and goals. To plan educational opportunities to meet the needs of individual students and to counsel effectively with them, the University must accumulate data and keep records. The personal records enable the faculty and administrators of the University to understand the individual student better and to provide more effective education and counseling assistance.

From the time a student enters the University of Oregon and submits the required personal data for academic and personal records, there is an implicit and justified assumption of good faith placed upon the University as custodian of these materials. The University maintains a similar posture relative to subsequent data generated during the student's enrollment. Preserving the confidential nature of student records protects the individual's rights to privacy and enhances the effectiveness of the University's educational and counseling processes. Accordingly, the University of Oregon shall exercise care and concern in obtaining, recording,

maintaining, and disseminating information about students, with duplication of records kept at a minimum.

The complete text of the University of Oregon Student Records Policy, which takes precedence over all other published versions, is found in the Oregon Administrative Rules Chapter 571 and available at [http://arcweb.sos.state.or.us/pages/rules/oars\\_500/oar\\_571/571\\_020.html](http://arcweb.sos.state.or.us/pages/rules/oars_500/oar_571/571_020.html).

Additional resources can be accessed through the Office of the Registrar's website at [http://registrar.uoregon.edu/records\\_privacy/](http://registrar.uoregon.edu/records_privacy/)

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### Related Resources

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