

**CHARLESTON SOUTHERN UNIVERSITY
OFFICE OF THE REGISTRAR
MANUAL OF ACADEMIC POLICIES & PROCEDURES**

TITLE	NUMBER	DATE		
SECURITY OF ACADEMIC RECORDS	R-44	January	23,	1995

Purpose: To establish who has access to the academic records and to the Office of the Registrar at Charleston Southern University.

A. Keys to Registrar's Office:

The only persons who have access to student files in the Office of the Registrar are those persons who work in the Office of the Registrar. This means no individual has a master key to the Office of the Registrar other than the Director of Security who must personally open the door and let persons in, if a member of the Office of the Registrar staff is not present. Instances in which this would happen are for fire or major disasters. All other cases -- the Director of Security notifies the Registrar before entering and the Registrar authorizes entrance. If Maintenance or any other external agency needs to work in the Office of the Registrar in times other than regular working hours, a staff member of the Office of the Registrar must be present.

University faculty and staff who need access to a student's academic record must come to the Office of the Registrar and request to review the file. A member of the Registrar's staff will remain with the individual until the student's record is returned to the file.

B. Computer Access:

Each individual at Charleston Southern University who uses the Administrative Computer is given a computer password. No individual on this campus has access to the permanent records through the computer except those persons directed by the Registrar. The limitation of their directive is to those persons who work in the Office of the Registrar. The only exception to this would be for those programs which read "academic information," such as the Advisor's Checklist used by faculty advisors and controlled exclusively by the Director of Academic Advising, and Financial Aid who must determine if the student is demonstrating satisfactory progress to receive financial aid. In both of these cases, they cannot change; they can only read or produce a report, but no information can be entered and no information can be changed.

By action of the Dean of Registration on January 23, 1995. Updated by the Registrar November, 2014.