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Policy: Release of Information about Staff or Students Policy  
Policy No: 3.25  
Approved: March 2006

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### **RELEASING INFORMATION ABOUT STAFF OR STUDENTS**

The college will release information concerning students or staff to private parties if the requested information is consistent with the Freedom of Information Law (*Cross Reference: Administrative Policies Policy No. 3.15*), and to authorized officials by court order, subpoena, and after proper identification and a statement to the effect that the inquiry is authorized as part of an official investigation by officers of law and/or government.

All other inquiries for information concerning students or staff, such as credit inquiries, will be released if such inquiries are in writing and, where appropriate, if prior written permission has been granted by the individual concerned. In cases involving public agencies, including law enforcement officers, inquiries concerning factual matters may be made in writing or in person with the College supplying the appropriate data.

Letters of recommendation for fellowships, grants, and other forms of professional activity and growth may be written by other staff members who have been explicitly named as references.

Request for information on faculty, staff or students should be directed to:

- The Office of Human Resources for information on faculty and staff.
- The Dean of Student Development Services Office for information on students.
- The Office of the Associate Vice President for Planning, HR and Facilities for information on business records.