



**VERMONT COLLEGE OF FINE ARTS
ACADEMIC and ADMINISTRATIVE POLICIES**

**EDUCATIONAL RECORDS & STUDENT INFORMATION SYSTEM (SIS)
Approved: July 6, 2011**

POLICY:

The security and integrity of students' educational records is of critical importance to Vermont College of Fine Arts. In keeping with federal regulations and best practices in higher education, the institution takes appropriate measures to safeguard the academic records and reduce the vulnerability of the records to loss, alteration, deterioration, negligence, fraud, natural disaster, system conversion, technological disaster and human error.

Official records consisting of paper records and documents must be stored and destroyed in accordance with the institution's Document Retention and Destruction Policy. Employees will take appropriate precautions not to leave paper records unattended on desks or in unsecured files or drawers while in the course of doing business. Duplicates or non-record convenience copies should be destroyed in a secure manner when they cease to be useful and should not be kept longer than the official record copy.

The college utilizes SunGard PowerCAMPUS as the Student Information System (SIS) of record. Student records maintained electronically must be stored within the SIS. Records are initiated in the system at the time of inquiry and continue through the application process, then from admission to the program through graduation or withdrawal from the institution. The college's use of this SIS provides the following:

- Appropriate access to data and information, based on roles and responsibilities within the organization
- Proper security measures to prevent tampering or loss of data
- An audit trail which documents all transactions occurring within the system, and which staff members make such updates within the system
- Institution-wide access to data and information for research, planning, assessment, and budgeting purposes

The Admissions Director is responsible for the inquiry and application records of the institution. The Registrar assumes responsibility for the educational records once students have enrolled at the institution. The Bursar utilizes the records within the SIS as the basis for student accounts and billing. These departments work in conjunction with the IT Director to ensure the security and integrity of electronic data storage.

It is understood that staff members must have access to the records in order to carry out the daily operation of the institution. While such access varies and is limited based on roles and responsibilities, the decentralization of data recording and storage outside of the SIS is discouraged to the extent that such decentralization may compromise the accuracy and integrity of the information.

All staff members with access to educational records are expected to understand and uphold their responsibilities with regard to federal privacy regulations and confidentiality of student information. All volunteers and/or work-study students with access to educational records are required to sign a confidentiality agreement prior to beginning their work at the institution.

Any requests for information regarding students or educational records from persons or entities outside the institution should be directed to the Registrar.

It is further understood that the Office of Institutional Advancement utilizes an alternate system (Lifeline) for alumni and development records. Every six months, after graduation, graduates' names and contact information will be forwarded to the Office of Institutional Advancement to be added to Lifeline. The Office of Institutional Advancement is responsible for maintaining the security of the records in Lifeline in accordance with the Institutional Advancement Confidentiality Policy.