

**ARTICLE XI: POLICIES FOR THE RELEASE OF INFORMATION**  
**Section 1. Rights to Privacy Protocols**

**Policy 1.1: Verification of Employment Status**  
**Issued: February 1, 2001**

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The following is the procedure used in the Human Resources Office and in the Office of Academic Affairs when verification of employment is requested.

Verification of Employment Related to Credit Applications, Financial Institutions, or Other Agencies

- 1) Verbal verification of position title and employment dates may be furnished over the phone. All other verification information requests must be provided in writing.
- 2) When the request is received a release form is sent to the employee if the employee's signed release is not included with the request from the company. Information in the employee's file is checked against the information furnished by the company and discrepancies, if any, are noted. (e.g., exact start date, position).
- 3) Salary information is verified, but not volunteered unless the request includes an employee's signature authorizing such release.
- 4) A copy of the request and other related information is placed in the employee's file.

Verification of Employment for Unemployment Insurance Purposes

- 1) The Division of Unemployment sends a request for verification that an individual was employed at Chicago State and the reason for termination. This is for the purpose of determining eligibility for unemployment benefits.
- 2) A response is made on the agency's form indicating that the information is correct or the current information is provided on the form.
- 3) If the information matches, no response is required.

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**Policy 1.2: Release of Student Information**  
**Issued: May 1, 2001**

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**DELETED REPLACED BY #72**

**ADMINISTRATIVE MEMORANDUM NO. 32**

Subject: Release of Student Information

Date: May 1, 2001

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Chicago State University, in accordance with the Family Educational Rights and Privacy Act of 1974, has designated the degrees a student has been awarded as directory (public) information. The University receives many inquiries for directory information from a variety of sources, including prospective employers, licensing agencies, government agencies, friends, and relatives. Students have the right to have this directory information withheld from the public if they so desire. The University, in good faith, will not release information not listed as directory information unless the student provides written consent for the release.

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**Policy 1.3: Release of Alumni Information**  
**Issued: May 1, 2001**

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The Office of Alumni Affairs has had the responsibility of maintaining records on all graduates of Chicago State University since 1961. These records are part of the official records of the University.

1) Definitions

ALUMNUS is any person who has received one or more degrees from Chicago State or its predecessors (Chicago Teachers College North, Illinois Teachers College - North, and Chicago State College.)

COMPUTER RECORD is alumni data contained within the Alumni/Development Computer System.

The Computer record includes:

- Name
- Student I.D. number
- Sex
- Chicago State degree information (date, degree, major(s))

Additional information maintained, if known:

- Birthdate
- Ethnic Code
- Address
- Occupation Title
- Employer/employer's address
- Advanced degree(s) - non-Chicago State Interests
- Gift Record
- Deceased Date
- Spouse's name, if a Chicago State alumnus

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**Policy 1.3: Release of Alumni Information**  
**(Continued)**

**Issued: May 1, 2001**

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The Office of Alumni Affairs also maintains biographical files, if available, on our alumni. These files are maintained in the Office of Alumni Affairs. The files may contain the following:

Graduating Student Survey  
Correspondence from the Alumnus  
Press releases/news clips  
University surveys  
Pictures

2) Release of Alumni Information

Information contained in the alumni records may be used only for official University business as determined by appropriate University officers. General information contained in alumni records is available to members of the currently employed University faculty and staff who have a legitimate need to know the information. The determination of "a legitimate need to know" will be made by the Director of Alumni Affairs and the Vice-President for Development and Public Affairs.

The Office of Alumni Affairs must be notified of all mailings to be sent to alumni regardless of whether the Alumni office will be requested to furnish lists/labels.

3) General Information

Alumni records may not be used for solicitation of charitable contributions without prior approval of the Office of Development. The information may be used only for the approved purpose.

A Request for Alumni Information Form must be submitted to request alumni information. For individual alumni record information and numbers/statistics, only the signature of the applicant is needed.

For lists, labels and other information contained within the Alumni Records, a sample of the materials) (letter, flyer, newsletter survey, etc.) must be attached to the request and must be signed by the appropriate departmental chairperson, Dean of the College and Provost/Vice President.