



## EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

**FJ-7**

### **Internal Access to Student Records**

**APPROVED:** May 10, 1985

**REVISED:** June 18, 2012

Year of last review: 2021

**AUTHORIZING BOARD POLICY:** FJ

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Research, Accreditation & Planning

Designated contact: Director of Institutional Research

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**OBJECTIVE:** To establish the guidelines and controls for internal use and security of information in the Student Information System (SIS).

**PROCEDURE:**

- I. Only those individuals designated with responsibilities requiring official duties pertaining to student records will be trained and given access to SIS.
- II. Limited Access
  - A. The individuals trained will be given SIS access for purposes of creating, maintaining, and extracting information on students and limited to information pertaining to performance of official duties.
  - B. Any requests for reports or information which cannot be produced through use of the report software must be submitted to the Vice President of Research, Accreditation & Planning on a *Data Processing Project Request Form*. (Reports for internal and routine use will require initial approval only.)
  - C. Requests for Directory information must be forwarded to the Director of Institutional Research for processing and return.