

GSRR ARTICLE 3

STUDENT RECORDS AT MICHIGAN STATE UNIVERSITY

3.1 Achieving educational goals, providing direction to graduate students, and extending service to society demand that the University keep records. All policies and practices concerning records shall be based on respect for the privacy of the individual graduate student as well as current federal and State law.

3.1.1 Because of respect for the privacy of the individual graduate student, record keeping must be performed only by University personnel whose job responsibilities require record keeping.

3.2 All policies and practices governing access to, and maintenance and release of, graduate student records shall conform to the University's published guidelines. (See the *MSU Access to Student Information* policy (<http://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=112#s542>))

3.2.1 No record shall be made, reproduced, or retained unless there is a demonstrable need for it that is reasonably related to the basic purposes and necessities of the University.

3.2.2 The University shall not make, reproduce, or retain records of a graduate student's religious or political beliefs or affiliations without the graduate student's knowledge and consent.

3.2.3 Graduate students shall have the right to inspect any of their own educational records, except as waived by the graduate student (e.g., confidential letters of recommendation). Student educational records include official transcripts, student disciplinary records, and records regarding academic performance. Students shall have the right to provide a written explanation for documents in their files. The explanation shall be included in the graduate student's educational records file.

3.2.4 All policies and practices dealing with the acquisition and dissemination of information in graduate student records shall be formulated with due regard for the graduate student's right to privacy and access.

3.2.5 All graduate student educational records used to make determinations of progress in the graduate student's academic program or employment shall include a notation of the name of the person who supplied the information and the date of its entry, where practical, with the exception of central, Student Information System records.

3.2.6 Confidential records shall be responsibly handled. Units shall train persons handling such records in appropriate methods of keeping and disposing of confidential records.

3.2.7 No one outside the faculty or administrative staff of Michigan State University, except as permitted or specified by law, may have access to the record of a graduate student's offenses against University regulations without the written permission of the student.

3.2.8 All policies governing the maintenance and the selective release of records and of portions of records shall be made public in an appropriate manner and shall be subject to judicial review as provided in Article 5.

3.2.8.1 These policies and practices shall conform to current federal and State law. In addition, any changes to the policies shall be made known to the graduate student body through the all-university graduate student governing body.

GSRR ARTICLE 2

2.4.8 Evaluation. Graduate students have a right to periodic evaluations to assess their academic progress, performance, and professional potential. Evaluation of graduate students shall be made only by persons who are qualified to make that evaluation. Written descriptions of unit/program methods of evaluation and the general rationale employed shall be provided to graduate students and the faculty. Written evaluations shall be communicated to the graduate student at least once a year, and a copy of such evaluations shall be placed in the graduate student's file. (See also 2.5.2.4.)

2.5.2.2 The graduate student instructional rating reports (or summaries thereof), formal written evaluations, and any supplementary information shall be placed in a confidential file for use by the student and by faculty members in accordance with 2.5.2.3. This material shall remain on active file until the graduate student's teaching role is terminated, after which a copy of the file becomes the graduate student's personal property upon request. If evaluations or summaries of them are kept beyond the student's tenure at the University, these records should be altered so as to be anonymous.

2.5.2.3 Evaluation material described in 2.5.2.2 may be used in overall evaluations and in determining such matters as renewal of assistantships, teaching assignments, recommendations, and the need for further training.

2.5.2.4 An evaluation of teaching shall be given to the graduate student who has a teaching role at least once each year. (See also 2.4.8.)

From the GEU Collective Bargaining Agreement 2015-2019

Article 16 Teaching Assistant Evaluations

III. Student evaluation of Employees (or summaries thereof), formal written evaluations, and any supplementary information shall be placed in the Employee's personnel record for use by the employing unit and the Employee in accordance with Section IV. This material shall remain on active file until the Employee's teaching role ends after which a copy of the record shall be provided to the Employee upon written request.

VI. Employees shall have the opportunity to comment in writing upon the ratings received and such comments shall be placed in the Employee's personnel record.

Possible list of items in a graduate student academic folder (EITHER electronic or paper). NOT all items are in every folder...but in a survey of grad programs, each item was checked at least once.

- admissions materials
 - transcripts
 - letters of recommendation
 - waiver requests
 - copy of full application
 - correspondence with applicant
 - copy of RAF
 - rating from by faculty or admissions committee
 - nomination for U fellowship
 - letter of offer of admission (may include financial support offer)
- letter of offer of assistantship and/or renewal of assistantship (some units keep these in a separate employment file)
- record of any MSU internal fellowships provided
- record of any external fellowship, "top up" awards, etc.
- records of non-tenure-track or outside faculty approved for guidance committee service
- records of changes of advisor or guidance committee members
- record of specializations or certifications (at MSU or from outside)
- list of required courses
- research papers, proposals, independent study papers
- guidance committee reports (Pd.D. or Master's)
- annual guidance committee (or advisor) meeting documents
- annual evaluation/progress reports/letters/forms (TA evals are in separate employment files)
- comprehensive exam forms (Ph.D.)
- Individual development Plan (required for most students who are paid as RAs on NSF or NIH grants)
- dissertation defense form (Ph.D.)
- thesis defense form (Master's)
- final certifying exam form/letter/document (Master's)
- required internship document(s)
- academic progress warning letters
- records of academic dishonesty, penalty grades
- dual major Ph.D. requests
- waivers of deadlines or other MSU policies
- Responsible Conduct of Research certification document(s)
- rotations (rotations are moving from faculty to faculty lab to see what excites the student before choosing a final advisor)
- emails pertaining to any/all of the above
- final certification for the degree