

St. Cloud Technical and Community College

Authorization for the Collection & Release of Data

I. Information Collection

When you apply for admission, while you are enrolled and after graduation from St. Cloud Technical and Community College, you will be asked to supply information about yourself, including your social security number. You will be asked to provide information on the following forms:

Accuplacer Test
Admissions Application
Financial Aid Application
Health Records
MnSCU Data Collection
Oral interview with college staff
Placement and Employment Follow-Up
Registration Forms

II. Use Of The Information

The data is being collected to:

- A. Assist technical college staff in developing a plan to help you succeed in your program/major area.
- B. Report to the Minnesota State Colleges and Universities System Office.
- C. Create statistical and research reports.
- D. Assist the technical college in auditing employment follow-up data, and other college policies.
- E. Respond to requests for information from Federal Agencies and Departments and the public.
- F. Comply with the State Immunization Law.
- G. Your social security number is requested to create a student identification number which will be used to identify testing, academic and employment follow-up information about you. Submitting your social security number is voluntary. The number is requested under the authority granted to the technical colleges through enabling state legislation. Your social security number may be used to identify you for statistical reports conducted between state agencies.

III. Student Rights

- A. You have the right to refuse to provide any or all of the data requested.
- B. You have the right to know and to view all public and private data maintained on you.
- C. You have the right to have the data explained to you and receive a copy of it.
- D. You have the right to challenge the accuracy and completeness of the data and to include your own explanation of the data.

IV. Consequences

There are consequences for not supplying data which may result in denial of the following services:

- A. You may not be admitted for enrollment if you do not complete the admissions application (except social security number).
- B. You may not receive special needs assistance if you do not identify a need for services.
- C. You may not receive financial assistance if you do not provide information on the financial aid forms.

- D. You may not receive assistance in occupational placement if you do not provide that data.
- E. You may not continue in school if you do not comply with immunization information as required by law.
- F. You will be assigned a student identification number if you do not provide your social security number.

V. Access

With the exception of "Directory Information", which is public information, the data you provide will be released only with your written consent or to the following persons/entities which are authorized by law to receive and use the data:

- A. College personnel who need access to student records to do their jobs.
- B. Organizations providing students with financial aid.
- C. Accrediting agencies carrying out their accreditation function.
- D. Persons in compliance with a judicial order or a lawfully issued subpoena.
- E. Persons in an emergency situation in order to protect the health/safety of students or other people.
- F. State Educational authorities and approved auditors.
- G. Veterans Administration officials.
- H. Organizations conducting studies on behalf of the college to develop, validate and administer predictive tests.
- I. An alleged victim of any violent crime in this instance only, the results of any college disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime may be released.

See the statement of your rights in the college catalog and student handbook for further information about "Directory Information".

I have read this document and/or have had this document read and explained to me. I understand the data collected and its intended use. I agree to the specific release of this data for the purposes listed in the section labeled "access" above.

NOTICE: If you are currently enrolled in/or receiving services from one college or university within the Minnesota State College and University System, your academic records from that institution are available to officials of other schools within the System while you are in attendance. If you seek or intend to enroll at another institution within the system, your educational records are also accessible to officials at the school where you are seeking or intend to enroll. Disclosures of your records to other schools under other circumstances may require your prior written consent.

You have the right to request a copy of records that have been disclosed. You also have the right to request a hearing to correct any inaccurate, incomplete, or misleading information in those disclosed records. For further information about your rights, please contact the Registrar at the college or university that supplied the records.

Please print your Last Name: _____ First Name _____

Student ID # _____

Your signature _____ Date _____

This publication is available in accessible formats upon request by calling Judy Jacobson Berg at 320-308-5096. TTY users please call MN Relay Service at 711 to contact the college