

Information Classification for Undergraduate Admissions

Information Owner: Director of Admissions
Data Steward: Dan Whiteley and Dee Schlatter
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Student Information:

Executive Memorandum C-51, University Policy Regarding the "Family Educational Rights and Privacy Act of 1974" (as Amended) contains the University policy regarding student rights and institutional responsibilities.

A student is one who is presently enrolled and attending or has been enrolled and attended the University and for whom the University maintains records. For purposes of this policy, one is deemed to be enrolled once fees have been paid for a session or the first day of the session in which the student is enrolling, whichever occurs first.

Undergraduate Admissions Related Information:

The Office of Admissions operates under the premise that our student information (i.e. SID, name, address, etc.) is not covered under FERPA regulations until the student registers and pays his or her fees. Our student information is considered sensitive data until it becomes part of the student's educational record. This information is shared only with the student, parents and the appropriate high school counselors. Members of the Purdue community who have a business need to know, do receive the appropriate information regarding students who have applied to the university.

Information Name	Description	Classifications		
		Public	Sensitive	Restricted
Prospective Student Contact Cards	Information collected on contact cards or received from outside vendors is entered into the Student Contact System (SCS). This information is used, in an electronic format, for such things as sending information about Purdue schools, financial aid information and invitations to recruitment events to prospective students. Once the data is entered from the contact cards, the cards are recycled and destroyed.		X	
Electronic Admissions Applications	Students view and interact with static and dynamic web pages stored on a secured web server. Students are allowed to save their electronic application and are given access to that application via access controls. Once an electronic application is submitted student access to the application is not available. Web applications are extracted and loaded to the Student Information system and a printed copy of the application is generated.		X	

<p>Paper Admissions Applications</p>	<p>Applicant information is entered into the Student Information system. This information is used to make an admissions decision and is the first step in creating a student's educational/academic record should s/he enroll at Purdue. While admissions data is not covered under FERPA, it is considered sensitive information and it treated as such. The information is stored in non-public areas and access to it is guarded.</p>		<p>X</p>	
<p>Application Fees: Checks, Cash, Credit Card</p>	<p>All checks and cash payments are stored in a lock box in a locked cabinet until they are delivered to the Bursar's office daily. Information regarding credit card payments is sent to Accounting Services. Electronic credit card payment information such as card numbers is not stored electronically or on paper. Paper credit card payment information is stored in a locked cabinet. All storage cabinets are in non-public areas.</p>			<p>X</p>
<p>Transcripts: High School and College</p>	<p>All transcripts are considered restricted information covered under FERPA regardless of whether or not the student is enrolled at Purdue. Transcripts are stored in a non-public area that is locked when not in use. Transcripts of enrolled students are microfilmed and then destroyed beyond the ability to recover. Transcripts of non-enrolled students are sent to recycling to be destroyed after being stored in a secured area for a period of one year.</p>			<p>X</p>
<p>Application Folders:</p>	<p>Applications are kept in file folders in order to keep all relevant information together. This information is considered sensitive and these folders are kept in a non-public area with access to them limited to Office of Admissions staff. Once students have enrolled, the information in these folders is sent to the Office of the Registrar where they are microfilmed and then destroyed. Folders for students who do not enroll are stored in a secured area for a period of one year and then sent to recycling to be destroyed.</p>		<p>X</p>	

Admissions Decision Letters	The decision letters are either generated by the system or by staff. Copies of these letters are sent to the student, the high school guidance counselor and one copy is kept in the application folder. The letter stays in the folder until it is either microfilmed and destroyed or kept in a secured area for a period of one year and then sent to recycling to be destroyed.		X	
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