

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

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 these

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

DELETED REPLACED BY #72

ADMINISTRATIVE MEMORANDUM NO. 32

Subject: Release of Student Information

Date: May 1, 2001

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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