

- How does the institution manage the security of electronic data storage systems, paper storage, and/or other storage?
- What is the institution’s disaster plan for records retrieval?
- How does the institution ensure that faculty and staff understand and carry out the commitments to confidentiality, integrity, and security of student academic records?

## Documentation

### Required Documentation, if applicable

- The policies and procedures governing student records, their security, integrity, and confidentiality, their use, and their release.
- Security measures adopted by the institution that apply to the protection and backs up of data

### Examples of other Types of Documentation

- Publications used by students and personnel that (a) discuss student academic records, including statements addressing confidentiality of student record and (b) identify specific policies for the security of records and include statements about physical security of records, storage of records, back-up of records in both electronic and hard-copy, receipt of course grades, issuance of transcripts, etc.
- Documentation that faculty and staff are trained regarding policies on the confidentiality, integrity, and security of student records
- Documentation of data back-up procedures
- Procedures for response to security breaches

## Reference to Commission Documents, if applicable

“Distance and Correspondence Education”

## Cross References to other related Standards/Requirements, if applicable

Comprehensive Standard 3.10.3

Federal Requirement 4.7

### 3.9.3 The institution provides a sufficient number of qualified staff—with appropriate education or experience in the student affairs area—to accomplish the mission of the institution. (*Qualified staff*)

#### Rationale and Notes

Appropriate and effective student programs and services are central to student learning and development. In order to carry out such programs and services, the institution is expected to have student affairs professionals who have adequate educational training or experience to provide these services. Qualified staff members are essential to carrying out the mission of student services programs. The emphasis is on overall qualifications rather than academic credentials and, that while academic credentials are primary and, in most cases, will be the standard qualification, other types of qualifications may prove to be appropriate.

#### Relevant Questions for Consideration

- What are the various student support programs and services and how are they staffed?
- What are the qualifications for student affairs personnel?
- What are the training and professional growth opportunities for student affairs staff?
- How does the institution demonstrate that the staff is sufficient to accomplish the mission?

## Documentation

### Required Documentation, if applicable

- Roster of student affairs staff and documentation of their qualifications