



## **Rensselaer Data Warehouse**

### **Security and Access Policy for Undergraduate and Graduate Financial Aid and Enrollment Data**

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#### **Philosophy**

Access to Undergraduate and Graduate Financial Aid (GFA) and Student Enrollment data will be restricted to those individuals who have a legitimate business use and a specific need to know information that enables them to perform their job. The challenge is to balance the need for access to detailed identifiable information with the need to access aggregate data for comparative analyses. Some examples include:

- The need to have access to detailed information about students supported under research grants in a given department/portfolio/Institute.
- What is the trend on GFA support for my school/department?
- How does my school/department compare to the campus average in terms of the number of students supported on research grants? Student demographics?

The need to balance access to detailed, student-specific information while maintaining access to campus-wide aggregate data will be achieved by protecting student privacy and securing the student's individually identifiable data where such information is simply not needed for the individual to perform his/her job (e.g., social security number, Rensselaer ID number, name and address). In such instances where individually identifiable data are suppressed, access to non-identifiable data will be provided in order to allow the person to perform their job and compute statistics and summary analytical data (i.e., gender, ethnicity, major, degree type, etc).

Because of the nature of undergraduate financial aid, access to this information will be highly restricted to only a few positions at Rensselaer. These positions include the President, Vice President for Student Life, Registrar, Director of Financial Aid, Senior Associate Director of Financial Aid, Director of Institutional Research, and the Bursar. Please see the grid on the following page.

#### **Access to student identifiable information**

Under certain circumstances it will be necessary to allow individuals access to student identifiable information. Central administration/management of the University – as listed in the grid on page two – will have unlimited access to all student identifiable data based on their administrative role and the need to access information as governed by FERPA and defined by the Student Data Policy Committee (please refer to the Data Policy Administration document attached)

However, Deans and Department Chairpersons, the vice president for research, and advisors will be provided access to students' individually identifiable information only under the conditions/situations described below:

- Sponsoring graduate students** – those supporting graduate students from their funding/research sources will have access to identifiable information on these students ONLY. They will have access to descriptive data on students not under their funding source(s), but this will be in aggregate form only and not in a form that identifies students specifically (by SSN, RIN, name, etc). For example, a department chairperson in a particular engineering department will have access to individually identifiable data on his/her students and may run analyses on these students. However, when comparing this student data with that of other departments, either within or outside engineering, the department chairperson will only see that the student is, for instance, a minority female, with funding, etc, they will not see who that student is by name. Additionally, they will be able to compare and analyze data pertaining to the number of minority females with funding in their department with other departments.



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•**Major** – Deans and Department Chairpersons will be able to access students enrolled in a Major offered by their department/school. Such a major will be determined by the student’s primary, secondary, or tertiary major code.

•**Advisement** – Students are advised by an advisor “owned” by the department or the school. Department administration that oversees advisors will have access to students’ identifying information.

**Position /office access to information**

Administrative/management offices and positions on campus will have access to the following information:

<b>Office / Position</b>	<b>Graduate Financial Aid (GFA)</b>	<b>Student Enrollment</b>	<b>Undergraduate Financial Aid</b>
President	Yes	Yes	Yes
Graduate Education	Yes	Yes	No
Undergraduate Education	Yes	Yes	No
Institutional Research	Yes	Yes	Yes
Student Records & Financial Services	Yes	Yes	Yes <sup>1</sup>
Bursar	Yes	Yes	Yes
Provost	Yes	Yes	No
Deans	Yes	Yes	No
Department Chairpersons	Yes	Yes	No
Enrollment Management	Yes	Yes	No
Institute Diversity	Yes	Yes	No
Vice President for Research	Yes	Yes	No
Vice President for Student Life	Yes	Yes	Yes
Budget Office	Yes	Yes	No
Financial Aid	Yes	Yes	Yes

**Information specific to Graduate Financial Aid (GFA):**

Individuals granted access to Graduate Financial Aid will have access to the following facts:

- Total Tuition assistance for the term per funding source
- Total fees assistance for the term per funding source
- Total of the above assistance in fees disbursed to student account per funding source
- Total of the above assistance in tuition disbursed to student’s account by funding source
- Total of the above tuition & fees charged per each funding source
- Total stipend amount received by the student for the term per funding source

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<sup>1</sup> Access to undergraduate financial aid in the office of SR&FS limited to the Vice President for Student Life and the Registrar.



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***Information specific to Enrollment:***

Individuals granted access to the Enrollment will have access to the following facts:

- Total number of students
- Total credit hours student is registered for the term
- Total credit hours student attempted for the term
- Total credit hours student earned for the term
- Students overall GPA
- Student term GPA
- Total tuition and fees charged to the student
- Total tuition and fees invoiced to the student
- Total financial aid received (see the restrictions on financial aid information)

***The Graduate Financial Aid and Enrollment information could be analyzed by:***

- Student – demographics and geographic data (see restrictions on student identifiable information)
- Majors offered
- Grants & Funds (Grants and Funds supporting the GFA)
- Cohorts
- Degrees offered
- Faculty advisors (demographics & faculty related information i.e. ranking, tenure, etc.)

Approved by:

Provost		Date	
	Provost		

Student Life		Date	
	Vice President for Student Life		

DotCIO		Date	
	Chief Information Officer		