Note

This Policy is no longer active

It is made available here for archival purposes only
Aloha, All,

After re-organization of the community college system, there has been some confusion about which policies are official. The Community College Chancellors Memorandum (CCCMs) do not always apply anymore, since they filled in the gap between colleges and the former chancellor's office. Many decisions have been delegated to the college level, and often UH system policies are in place to cover current decision-making. Some CCCM's are still being followed by mutual agreement until they can be replaced. The system publishes a chart to try to show which those are at [http://www.hawaii.edu/offices/cc/docs/policies/UHCC_Policy_Conversion_Analysis.pdf](http://www.hawaii.edu/offices/cc/docs/policies/UHCC_Policy_Conversion_Analysis.pdf).

A subcommittee of the Windward Faculty Senate took on the task of clarifying college questions about current policy. At their recommendation, I am making it official that the Windward Community College Policy Manual is found at [http://windward.hawaii.edu/Policies/Campus/](http://windward.hawaii.edu/Policies/Campus/). This can also be found by going to our website, then clicking Governance, and then clicking the button labeled "Policies". The 1995 paper "WCC Policies" documents are no longer in use.

The faculty senate subcommittee on procedures and policies has also suggested procedures for development of new policies. I have accepted their recommendations, and their procedures will be used to create a "policy on policies" that will be issued soon. I would like to thank Ellen Nagaue, Leslie Lyum, Toshi Ikagawa, and Letty Colmenares for their work on this project. Thanks also to Jan Lubin for her assistance to them, and to the faculty senate for following through.

Angela Meixell
Chancellor

Angela Meixell. Ed.D.
Chancellor
Windward Community College
45-720 Kea'ahala Rd.
Kaneohe, HI 96744

[www.wcc.hawaii.edu](http://www.wcc.hawaii.edu)
WINDWARD COMMUNITY COLLEGE
Student Services

RELEASE OF STUDENT BIOGRAPHICAL DATA TO EMPLOYERS

1. **Purpose:**

To establish procedures for the implementation of the policy enunciated by UH Business Manual Instruction 1612, October 1, 1976.

2. **Policy:**

Refer to BMI 1612 for a listing of overall UH policy references which govern this subject and for specific details relative to letters of recommendations, resumes, curriculum vitae, and letter of application. At WCC the Job Placement Office is designated as the operational element responsible for handling all requests from employers, or prospective employers, for biographical data on current and former students of the institution.

3. **Applicability:**

The provisions of this Policy Guideline apply only to instances where employers request data on students. The release of student information in other instances will be covered by separate guidelines.

4. **Procedure:**

a. All requests from employers for biographical data on students, whenever received and whether written or verbal, will be referred to the Job Placement Office for response. Release of such information by any other element of the College is expressly prohibited.

b. Requests for transcripts to be forwarded to prospective employers or employers must be authorized by the student in writing and may be honored only upon payment of the required fee. Such requests for transcripts should be forwarded to the Registrar's Office at WCC. The Registrar's Office will expunge the following listed data from transcripts prior to release to employer, including the University of Hawai'i when it functions as an employer:

1) Race/Color
2) Sex/Age (including birth date)
3) Religion/Ancestry (including birth place, ethnic background, citizenship or alien status)
4) Physical/Mental Characteristics (including handicap, height, weight, proportion, etc.)
5) Martial Status (including courtesy title: Mr., Mrs., Miss, Mr.; maiden name when married name is also displayed)
6) Arrest or Court Record

(The date listed above is not to be purged from original records, but only from copies of transcripts furnished to employers.)

5. **Effective Date:**

This policy guideline is effective as of August 1, 1995.

Peter T. Dyer
Provost