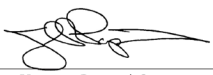


Instructions for Departments Concerning Investigators

PROCEDURE

If an investigator comes to your department seeking information about a student:

1. Ask to see the investigator's receipt from the University Registrar's Office, which he/she should have received after completing an Investigator Request Form from the University Registrar's Office. This receipt shows that the investigator submitted a request to the University Registrar's Office which has been completed. The receipt will look like this:

Phone: (412) 268-1903 Fax: (412) 268-6651		Carnegie Mellon UNIVERSITY REGISTRAR'S OFFICE	
Investigator Receipt			
<small>This investigator has presented a duly executed and appropriate release from _____, authorizing the University to provide this investigation with certain information regarding this student. Having presented appropriate authorization, Departmental faculty and staff may provide <i>subjective</i> feedback relating to the above referenced student after the investigator presents this receipt and a signed release from the student. No information from the student's academic record should be discussed. Rather, all academic information should be provided directly by the University Registrar's Office. This receipt must be presented within 20 days of issuance.</small>			
Investigator Name	_____	Date	_____
URO Staff Signature	_____	Phone Ext.	_____
URO Staff Printed Name	_____		
			
University Registrar's Signature			

- Check the date: investigators must use their receipts within 20 days of the signature.
 - If the investigator does not have a receipt, tell him/her that all information requests must first go through the University Registrar's Office. **Affirm that you cannot give any details of a student's academic record.**
2. The investigator should also have a signed release from the student. Please retain a copy of the release, as well as a copy of the investigator's business card or other credentials. These should be retained for one year.
 3. You may then discuss *subjective* information with the investigator relating to personal observations about the subject based on your particular interactions with the subject; please be professional. **Nothing from the student's academic record (i.e. degree(s), dates of attendance, grades, courses, etc.) is to be discussed.** The investigator may obtain such information from the University Registrar's Office.

WHAT CARNEGIE MELLON WILL/WILL NOT DO

The following summarizes types of information we will / will not release.

The University Registrar's Office WILL:

- Provide an official academic transcript
- Provide a receipt as proof that your request was processed by the University Registrar's Office.
- Provide directions to campus offices upon request.

Faculty and Staff in Academic Departments MAY:

- Discuss "subjective" material with investigators personal observations about the subject based on their particular interactions with the subject upon explicit request after being shown the signed receipt from the completed Investigator Request form and a signed release from the student under investigation.

The University Registrar's Office WILL NOT:

- Provide references for an application (instructor, advisor, etc.) if not already given by the student.
- Process a request unless the proper form has been filled out, with authorization and identification provided.

Faculty and Staff in Academic Departments WILL NOT:

- Discuss or give out any educational records with investigators, under any circumstances. These must be obtained through the University Registrar's Office.