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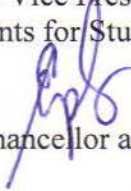
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**MEMORANDUM**

**Coded: AA-2012-13**

**Date:** August 24, 2012

**To:** CSU Provosts and Vice Presidents for Academic Affairs  
CSU Vice Presidents for Student Affairs

**From:** Ephraim P. Smith   
Executive Vice Chancellor and Chief Academic Officer

**Subject:** Sensitive Data Security and Protection Reports

The results of an audit completed in 2011 on Sensitive Data Security and Protection Reports (Audit Report 11-56) indicate that several campuses have exhibited fewer controls to protect sensitive student data, including access to student grade and transcript data, than are necessary under CSU policy. The purpose of this memorandum is to draw attention to areas in which campus compliance with policy must be improved, specifically areas in which the CSU Common Management System (CMS) can support campus compliance with CSU, state, and federal policy.

The most recent upgrade of Oracle/Peoplesoft (9.0) allows campuses to utilize greater security controls in providing access to student academic records for the purposes of academic advisement. Using this new functionality, campuses must develop data security policies, which permit only full-time faculty and professional staff advisors access to student academic records for the purposes of academic advisement. Access to this data for part-time faculty, graduate assistants, and other staff should be permitted only by the written approval of department chairs. All approvals should be subject to annual review and review based upon changes in employment status. Please complete your updates consistent with these particular guidelines by December 31, 2012. Campuses should also continue to include information regarding FERPA compliance to all individuals providing academic advisement.

Questions concerning the matters addressed here may be referred to Nathan Evans, Director of Enrollment Management Services at [nevans@calstate.edu](mailto:nevans@calstate.edu) / (562) 951-4726.

EPS:nse

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- c: Chancellor Charles B. Reed  
Dr. Ephraim Smith, Executive Vice Chancellor and Chief Academic Officer  
Dr. Ron Vogel, Associate Vice Chancellor, Academic Affairs  
Mr. Larry Mandel, University Auditor  
Mr. Bruce Briggs, Assistant Vice Chancellor, ITS and CIO  
Mr. Eric G. Forbes, Assistant Vice Chancellor, Student Academic Support  
Mr. Nathan Evans, Director of Enrollment Management Services  
Mr. Ray Murillo, Associate Director, Student Programs  
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