Basic Info/ Guidelines for Student Notes

What is the purpose/function on taking online student notes? The function of taking notes is to provide a background of information so you and others may access the note and understand the student’s status. Notes allow us to get a more comprehensive and longitudinal view of the student.

Who can make a note on the student’s record? Advising staff and faculty advisors.

What is the appropriate content of a note? Notes should be informational and objective, stating the facts of your interaction with a student, parent or guardian, or faculty or staff. They should be concise and professional, written as if the student, the family, and the family’s lawyer will be reading them. Notes should not reflect your opinion or suppositions as to the state of mind the student or situation. An example of an inappropriate and appropriate note is provided below:

“Jimmy is constantly tardy, sleepy, and dirty. I suspect too much nightlife. He says he does not want to be at BU at all and would rather work, but his parents want him to be in college. He seems clueless when it comes to his academics. He suffers from an overly possessive mother and his parents are using him as a pawn in their divorce. I referred Jimmy to Behavioral health and he has agreed to meet with me to discuss time management strategies.”

“Three faculty members have reported that Jimmy is tardy almost every day and falls asleep in class. Jimmy tells me he does not want to be at BU and would rather be working, but says his parents won’t let him. He said he is confused about his academic options. I suggested he look at the Virtual UPO and bulletin and meet with me next week to discuss possible options. I also referred Jimmy to Behavioral Health to discuss his difficulty getting up in the morning.”

Is it acceptable to share medical information (limited) in a note if the student shared this information with you? Yes, but keep it general (this is not a medical note) - For example: “Jimmy shared that he is dealing with a medical condition that makes it hard for him to get up in the morning. He is under medical supervision, but this condition may affect his attendance at times.”

Who has automatic access to student notes? Academic Advising units across the University, as well as Faculty Advisors.

Who does not have automatic access to student notes? Students and non-advising administrative office staff at BU.

Who has the right to access student notes? According to FERPA, the student has access all educational records. Requests for access to information are only made at the University Registrar.

Are the electronic notes secure? The notes taken on the mainframe system are very secure, more so than hand written notes.

How should I include email information? First, write “Email:” in the text box, then just copy the entire email (but not necessarily the whole trail unless you feel necessary) and paste it right into the text box.
Any good shortcuts/tricks? Yes, if you type `<br> <br>` in the note text, it will leave an open line.

Categories of Student Notes:

(in order)

- General Advising
- Academic Status
- DDP Note
- IUT
- Priority
- Study Abroad
- UHC
- SMG Honors
- Degree requirements