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TO: Boston University Faculty and Staff

FROM: Gloria Waters, University Provost and Chief Academic Officer *GW.*

DATE: August 27, 2024

SUBJECT: Access to Student Transcripts and Historical Data

As we implement a new student information system (MyBU Student) and establish new data access profiles, I write – following consultation with the appropriate bodies – to clarify how access to student records, including student transcripts and historical data, will be granted moving forward.

It is critically important that access reflects the goals of: protecting students' privacy consistent with evolving norms; and respecting their ability to engage with faculty in a manner not influenced by prior success or struggle.

- **Faculty:** Faculty will have access to some elements of the student record for students enrolled in their classes; they will not have access to a student's full transcript unless they are an assigned advisor for the student
- **Faculty Advisors:** Faculty with assigned advisees (undergraduate and/or graduate) will have permission to view the transcript and academic record for their assigned advisees.
- **Professional Academic Advisors (staff):** These staff members will have access to view the transcript and academic record of any student. Professional advisors are not engaged in grading student performance, and this additional access will facilitate necessary advising goals, such as working with students considering transferring to another BU school or college.
- **Academic Services Staff:** These staff members will have access to the elements of the student record needed to perform their job functions.

Students can choose to share more content with a faculty member or a staff member at their discretion but may not be *required* to do so.

The MyBU Student team has been consulting with the deans' offices of every school and college to assist in assigning appropriate security access for their faculty and staff. If you believe your access has been miscategorized, I urge you to submit a ticket to ithelp@bu.edu, and the SIS Renewal Team will investigate.

I recognize that the implementation of this new system requires adjustment on everyone's part. I appreciate your assistance in learning the new tools provided in the updated MyBU Student so that we can all contribute to an improved academic experience for Boston University students.