

LOCK HAVEN UNIVERSITY
CAREER SERVICES CREDENTIALS POLICIES

The following policy statements comply with the Pennsylvania "Right to Know" Law of 1957 and the Family Educational Rights and Privacy Act of 1974, commonly referred to as the Buckley Amendment. The Buckley Amendment provides students with the right to review their credential files. The contents of the files will not be released without written permission. The policies of the Career Services Office take into consideration these and other rights granted by the Buckley Amendment and the "Right to Know" Law.

While the Career Services Office houses and distributes copies of students' credential files to potential employers and graduate schools, the office makes no guarantee about the authenticity of the contents of the files. The office conscientiously adheres to the *Principles for Professional Conduct for Career Planning, Placement and Recruitment* written by the College Placement Council, Inc.

1. Lock Haven University students and alumni may choose to open a credential file with the Career Services Office. (Henceforth, the term "candidate" includes students and alumni.) Credentials may include a Registration Form, reference letters (at least three (3), but no more than eight (8) references are recommended), and an unofficial transcript. Teacher candidates may also include copies of the Act 34 clearance and teaching certificate. Teacher examination test scores may NOT be included. Candidates' resumes may be housed in their respective credential files for the purpose of on-campus recruitment but will not be mailed to any prospective employer as part of the credential files.
2. The only references that may be admitted to a candidate's file or submitted to an employer or other authorized person are those references listed on the candidate's "Credential Registration" form.
3. All credential files are non-confidential. Candidates have the right to review the contents of their credential file. (This right applies retroactively at least as far back as the date of passage of the "Right to Know" Law.) All written references, including those from faculty, are subject to review by candidates. A faculty member cannot avoid a student's right to view those files by designating a reference "personal", "confidential", or "official". Candidates may review their file during normal university hours.
4. Lock Haven University does not have a waiver system and no faculty member, administrator, or manager may require or coerce an individual to sign a waiver. Section 99.7 of the Federal Law sets forth the limitations on waiver of rights of students to inspect and review their records, including references. Subsection 99.7 (b) allows the institution to request students to waive their rights under the section; however, it forbids the institution to require students to do so. The Pennsylvania Attorney General's Office has advised against a dual system whereby some students waive their rights while others do not. A dual system could inappropriately prejudice those students who had chosen to exercise a right under law by not waiving their right of review. Equal rights should prevail.

5. Candidates may request removal of references they view as unfavorable, outdated, irrelevant, unwanted or unnecessary. Letters removed will be destroyed.
6. Letters of reference embody a compilation of attitudes, opinions and observations of the writer. With the passage of time, the writer's perspective may change so that a letter of reference no longer represents his/her thoughts. Therefore, the writer is allowed at any time to remove or rewrite a letter of reference. Career Services, however, will advise the candidate of any alterations or replacements.
7. Candidates are entitled to one personal copy of their file. The candidate's personal copy will be stamped "Unofficial Copy" and released only to the candidate.
8. Credentials will not be released until a signed registration form and significant references are on file. Candidates may call, write, or come to the office in person to request files to be mailed to employers and/or graduate schools. Phone requests, however, are limited to two (2) addresses per call.
9. Credentials will be kept on file in the Career Services Office for ten (10) years. If the file is updated at any time during that period, the file will be kept another ten (10) years from that date. Candidates are responsible for maintaining up-to-date information in their file, and may update their file as often as they wish. Each summer the Career Services Office will purge files that have not been updated within the last ten (10) years. Alumni may choose to reactivate their file or have their original file returned to them. If a request for one of these options is not made by the specified deadline, the file will be destroyed.

(Revised January 1991)