

Prepared by the V.P. for
Academic Affairs
This is a NEW procedure.

A7.021

A7.000 STUDENT AFFAIRS

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P 1 of 2

 A7.021 PROCEDURE FOR RELEASE OF STUDENT BIOGRAPHICAL DATA TO EMPLOYERS

1. Purpose.

To implement the provisions of Chapter 378, H.R.S., Employment Practice Law; the Policy on Non-Discrimination and Affirmative Action, Board of Regents of the University of Hawai'i, adopted February 13, 1976; and Executive Memorandum, "Administrative Policy on the Release of Biographical Data on Students to Employers", dated July 2, 1976.

2. Objective.

To specify those student biographical data which are not to be released to employers or potential employers of students and former students.

3. Responsibility/Applicability.

a. It is the responsibility of each campus of the University to insure that documents released by its various offices to employers do not directly or indirectly contain biographical data which are unlawful to be collected by employers as part of the application for employment.

b. This procedure is applicable to all campuses of the University of Hawai'i.

4. Guidelines.

Employers often require that an applicant for employment submit official academic transcripts and/or placement credentials as part of the application for employment. These documents often display biographical information which is unlawful for an employer to request on the application for employment form. While such data are not being supplied directly to the employer on the application for employment form, they are supplied indirectly as a result of being displayed on the academic transcripts and/or placement credentials. Since an application for employment is not considered complete until all required materials are submitted including academic transcripts and/or placement credentials, such documents are a part of the application for employment . Accordingly, the following student biographical data are not to be

directly nor indirectly released to employers, including the University of Hawai'i when it is functioning in the role of an employer:

- 1) Race
- 2) Sex
- 3) Age (including birth date)
- 4) Religion
- 5) Color
- 6) Ancestry (including birth place, ethnic background, citizenship, or alien status)
- 7) Physical or Mental Handicap
- 8) Marital Status (including courtesy titles: Mr., Mrs., Miss, Ms.; and maiden name, when married name also displayed)
- 9) Arrest or Court Record
- 10) Physical Characteristics (including height, weight, proportion, etc.)

5. Procedure.

The chief administrative officer at each campus of the University of Hawai'i shall see to the development and implementation of campus procedures to insure that the biographical data detailed above are not contained on copies of any documents which are released to employers. This Procedure does not require the purging of such data from all existing original records; rather it only requires that such data be removed from the copies made of the original records before the copies are released to employers.