

Stanford

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8.1.1 Principles for Handling of Student Data: Policy

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Summary

Discusses general principles for the input, maintenance and sharing of data related to graduate students and graduate education. Defines expectations for staff training in this regard.

Rationale

Stanford University relies on information from several sources in order to manage the graduate education function and support the education of its students. Generally speaking, students provide personal information and take the necessary steps to remain in good standing within the university; programs and departments maintain information about the accomplishment of academic milestones; Student Financial Services processes and maintains information about the student's university bill; the Office of the Registrar enters data related to the student's standing within the university and the conferral of degrees. Everyone connected to this enterprise relies to some degree on the accuracy and timeliness of information provided by others.

Policy

PeopleSoft is the system of record for student data at Stanford. Staff in departments and central offices use PeopleSoft to track and manage student information.

Prospective students submit their applications for admission to Stanford via an external web application called ApplyYourself. This application interfaces with PeopleSoft.

Students, faculty, and staff all use the Stanford web portal called Axess, which provides self-service applications to view and update some of their own information in PeopleSoft. Axess provides a gateway to PeopleSoft for authorized staff. The portal also has links to other administrative systems, such as ePay through which students can pay their University bills.

ReportMart contains a central repository of data from various Stanford administrative systems. Data from the transactional source systems downloads to ReportMart nightly. ReportMart1 is the portal for reports on PeopleSoft student and human resources data.

Authority:

[Office of the Registrar](#) ^[1] via Stanford Services & Support

Applicability:

All Stanford staff working in support of graduate education in central, school and department offices.

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1. PeopleSoft Access

Staff are identified by individuals within their schools, departments and programs for access to the various PeopleSoft applications. Identified staff must complete required training in order to be given access. Minimally, an electronic course in PeopleSoft Concepts and Compliance is required before an individual can be given any access. In addition, the following electronic courses explain and illustrate PeopleSoft functionality related to Student Administration:

- Student Records for Departmental Users
- Course Maintenance
- Graduate Admissions
- Graduate Financial Support
- Student Account for Departmental Users

Access to the electronic courses named above is available on the [PeopleSoft Training Resources web site](#) [2].

In addition, staff in several central functions, including the Office of the Registrar and the Student Financial Services (SFS) organizations, use PeopleSoft to enter and to monitor information related to students' standing within the university.

In order to support the large number of cross-school, cross-department and interdisciplinary programs at Stanford, once a staff member is authorized to enter data in either the PeopleSoft Student Administration or Graduate Financial Support applications, that individual will have the ability to see, enter and modify information on a campus-wide basis. It is nonetheless expected that staff will ONLY enter and modify information for students within their school, department or program, as needed. If a student has a history of multiple majors, minors, and/or degrees at Stanford, for instance, staff will make changes only to the advisors/milestones/etc. which belong to their own program, and will "carry forward" any other advisors/milestones/etc. when updating the student's records. If from another program appear to be incorrect, a phone call or email to their staff may be appropriate; staff should however refrain from "cleaning up" other programs' data.

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2. Privacy of Student Information

Information related to grades, finances and some personal information is considered to be private. The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records (see GAP 8.2, [Privacy of Student Records/FERPA](#) [3], for additional information).

Any person using PeopleSoft must receive appropriate training related to FERPA and privacy. Stanford is responsible for the appropriate protection of private information, and holds the individuals who enter, maintain and

review this data accountable in this regard.

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Related Content:

Related Policies

- GAP 8.2, [Privacy of Student Record/FERPA](#) [3]
- GAP 8.3, [Retention of Student Records](#) [4]

Related Bulletin Sections

- [Records](#) [5]

Related Information and Forms

- [PeopleSoft Training Resources related to Student Administration](#) [6]

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Links

[1] https://stanford.service-now.com/services?id=services_portal_home

[2] <https://www.stanford.edu/dept/as/sandhr/learnps/0908prereqs.html>

[3] <https://gap.stanford.edu/handbooks/gap-handbook/chapter-8/subchapter-2/page-8-2-1>

[4] <https://gap.stanford.edu/handbooks/gap-handbook/chapter-8/subchapter-3/page-8-3-1>

[5] <http://exploreddegrees.stanford.edu/academicpoliciesandstatements/#recordstext>

[6] <http://web.stanford.edu/dept/as/PeopleSoft/Home.html>