



# Office of the President

## 1.1105 Handling Information Requests including Subpoenas and Warrants

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### Contents

Policy Name .....	2
Purpose .....	2
Responsibilities .....	2
Policy .....	2
Definitions .....	2
Policy Statement .....	2
Exceptions to Policy .....	3
Policy Review .....	3
References and Related Policies .....	3
References .....	3
Related Policies .....	3
Exhibits .....	3
Document Review Log .....	3

## Policy Name

1.1105 Handling Information Requests including Subpoenas and Warrants

## Purpose

To ensure that outside requests for information regarding University students or employees (present and former), including requests in the form of subpoenas or warrants, are handled consistently, lawfully, and through designated offices.

This policy applies to all University employees, faculty, staff, and students who may interact with outside visitors, including but not limited to law enforcement, attorneys, process servers, investigators, government representatives, and any third-party seeking information.

## Responsibilities

Title or Role	Definition and What They are Responsible For
Office of the President	Maintains and enforces this policy. Receives exceptions to the policy.
Senior Leadership Team	Serves as final approval for policy and assists with reviewing exceptions to the policy.

## Policy

### Definitions

**Business Hours:** Monday–Friday, 8:30 a.m.–4:30 p.m., excluding University holidays and closures, unless otherwise announced by the University.

**Contact Administrator:** The University’s Chief Academic Officer/Provost or the Chief Business Officer.

**Outside Visitor:** Any non-University individual seeking information or presenting legal documents.

### Policy Statement

Information requests from Outside Visitors concerning employees or students (present or former) are to be directed to the Human Resources Office during Business Hours and to Public Safety outside of Business Hours.

No employee or student is authorized to confirm, deny, disclose, or provide student or employee information to an outside visitor unless and until authorized after the request has been reviewed and approved through the procedure associated with this Policy.

If a visitor refuses to comply with directions or limitations on information that may be shared, contact Public Safety to respond and assist.

## Exceptions to Policy

Exceptions to this policy must be requested in writing by filling out the Policy and Procedure Exception form (linked below) and submitting to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.

## Policy Review

The Office of the President policies should be reviewed on a 5-year cycle and updated when institutional needs or goals change.

Approved versions of this policy will be posted on the Alvernia University Portal.

## References and Related Policies

This section contains any other policies, 3<sup>rd</sup> party standards, or guidelines referenced by this policy.

### References

Handling Information Request including Subpoenas and Warrants Procedure

### Related Policies

[15.1130 Student Records Access Policy](#)

## Exhibits

This section contains any forms or exhibits referenced by this policy.

- [Procedure for Handling Information Requests including Subpoenas and Warrants](#)
- [Policy and Procedure Exception Form](#)

## Document Review Log

Date Reviewed	Description of Changes
3/14/2024	SLT Approval
2/12/2026	Revisions for clarification