

Types and Locations of Student Records

Location	Type of Record	Responsible Official
Academic departments	Academic records	Department chair
Academic Senate	Student petitions	Chair
Advising Services	Advising records, student-initiated files of evaluation and/or letters of recommendation for graduate and professional school admissions	Director
Athletics	Records of participation in intercollegiate athletics, advising records, financial aid records, eligibility and academic standing records	Director
Colleges (Agricultural and Environmental Sciences; Biological Sciences; Engineering; Letters and Science)	Academic standing and petition records, degree evaluations	Associate dean
Education Abroad	EAP application records and transcripts	Director
Financial Aid	Financial aid applications and recipient records, scholarship and prize applications and recipient records, student employment job/referral records, short-term and emergency loan records	Director
Graduate Studies	Admissions applications, enrollment and academic employment records, academic standing records, degree evaluations	Associate dean
Internship and Career Center	Advising and internship records, placement dossiers	Director
Learning Skills Center	Counselor interview notes; tutoring records; completed diagnostic instruments and placement exams; STEP and other program participant records; pre- and co-class attendance; lab and workshop attendance; intake cards	Director
Office of the Registrar	Academic records (transcripts, grades, petitions, holds)	Registrar
Professional Schools (Graduate School of Management; School of Education; School of Law; School of Medicine; School of Veterinary Medicine)	Admissions applications prior to admission; academic standing and enrollment records; entrance or board exam results; employment/internship records.	Associate dean
Services for International Students & Scholars	Advisor notes and visa status for nonimmigrant students; SEVIS records;	Director

	financial certification & sponsorship records	
Student Aid Accounting	Student loans and fee statements	Director
Student Employment	Student applications and employment records	Director
Student Housing	On-campus housing applications, occupancy and account records, student family housing applications and occupancy records	Director
Student Judicial Affairs	Disciplinary Records	Director
Student Special Services	Student-provided disability information, advisor notes, enrollment records, records of services provided, financial aid information for veterans, veterans' dependents, and reservists	Director
Undergraduate Admissions	Admissions applications	Director
University Extension	Enrollment records, petitions and transcripts for open campus students and for University Extension credit	UNEX Registrar