

Inventory of Student Education Records

NAME OF RECORD	SPECIFIC INFORMATION IN RECORD Student Record SACS 29 (56) (S) Education Record FERPA (F)	Applicable (S)/(F) – Definitions	POSITION OF CUSTODIAN	LOCATION OF RECORD
Admissions Files – Undergraduate and Graduate Students	Applications for matriculated and non-matriculated students, college transcripts, high school transcripts and related documents, test scores, residency information, supporting documents, letters	S/F	Director, Admissions	WT 101
Admissions Files - Law	Applications for matriculated and non-matriculated students	S/F	Director of Admissions – Law School	LAW 203
Confidential File (Established upon first matriculation)	Application for admission, high school transcript, other college transcripts, test scores, miscellaneous correspondence, evaluation of transfer credit from other colleges, etc.	S/F	Registrar	WT 003
Advising Files	Advisor's forms, degree plan forms, ACT profile, high school transcript, evaluation of transfer credit from other colleges, etc.	S/F	Student's Advisor	Advisor's Office
Graduate Student Supporting Files	Degree candidacy approvals, thesis, dissertation	S/F	Graduate School	AD 317
College Files (excluding Graduate School)	Application for degree, degree certification, degree analysis forms, recommendations for exceptions to degree requirements	S/F	College Dean	Deans' Offices
Academic Department Student File	Record of Incomplete grades, application for graduate degree candidacy, graduate admission material, record of progress, credit by examination documents, placement examination documents	S/F	Department Chair	Department Office
Student Information Record	Personal addresses, class schedules, telephone numbers, ethnicity, gender, etc. (SIS/electronic) Approval forms for enrollment changes that require authorization (drops, adds, registrations, withdrawals, program changes, etc.) and other supporting documentation	S/F	Registrar	WT 003
International Student Files	Intensive English for Internationals enrollment and completion records (non-credit); immigration information and recommendations; data for SEVIS	S/F	Director of International Programs and Services	JWB 120
Career Placement	Name, phone, address, GPA, work experiences, military data, educational experiences evaluation of individual traits, resumes	S/F	Director Career and Employment Services	WT 400
Student Discipline Records	Documents related to allegations, hearings, violations and penalties	S/F	Associate Dean for Students Judicial and Ethical Programs	UC 105
Disability Records	Certifications of disability, accommodation records	S/F	Director, Student Disability Services	WT 110
Psychological and Career Counseling Records	Demographic and counseling records	S	Director, Center for Student Development	WT 211
Test Scores	Test Scores (e.g., COMPASS)	S/F	Manager, Testing Center	Testing Center JWB 112
Financial Aid Records and Student Employment	Personal and financial data related to application for and awards of financial assistance and scholarships, student employment records	S/F	Director Financial Aid	WT 103
Health Record	Medical Information	S	Director, Student Health Services	Health Center

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Veterans Services	Records of money received through VA, class attendance, academic loads	S/F	Veterans Services Coordinator	WT 003
Teacher Education Files	Recommendations and Admission Status, Evaluation of Student Teaching and other Laboratory Experiences, certification documentation	S/F	Director Teacher Education	ED 215
Continuing Education Records (CEU)	Transcripts of CEU records	S/F	Director, Continuing Education	JWB 101
Undergraduate Academic Services Transfer student evaluation records Undergraduate student appeals – Academic Affairs	Academic Status - Probation, suspension, and high school deficiency records Transfer and Articulation/Degree Audit – records of evaluation and exception for transfer credit decisions and degree credit exceptions Petitions for late/retroactive withdrawal, grade appeals, student complaints about academic policies	S/F	Academic Status and Retention Director Coordinator, Academic Transfer and Articulation Assistant Vice Provost for Academic Affairs	WT 200 WT 200 AD 319
Intensive English for Internationals (IEI)	Certificates of completion for intensive English training	S/F	International Programs Director	JWB 120
Residence Life	Housing records	S/F	Associate Dean, Resident Life	RT 011
Campus Recreation Intramural Services (CRIS)	Student access to facilities and participation	S/F	Director of Campus Recreation and Intramural Services	Student Recreation Center
Library Circulation Information	Records of student debts and books outstanding	S/F	Dean, University Libraries	McWherter Library
Student Activities	Student activity participation, Greek life data, etc.	S/F	Dean of Students	UC 425
ELECTRONIC RECORDS				
Recruiting (EMAS)	Prospective student data; reference cards and electronic records (prospective and enrolled students)	S/F	Director of Admissions	WT 101
Administrative System – SCT SISPlus	Student Information System – Admissions, Financial Aid and Academic Records data (see standard 11.38)	S/F	Data Stewards of individual modules	Electronic
Datawarehouse	Extensive reporting information – not a source file for student data	F	Data Administrator	Electronic
Institutional Research Data Sets	Extensive reporting information – not a source file for student data	F	Director of Institutional Research	Electronic