

INVENTORY OF ACADEMIC AND STUDENT EDUCATION RECORDS

Name of Record	Specific Information in Record Academic Record (A) Student Education Record (S) Education Record FERPA (F)	Applicable (A)(S)(F) - Definitions	Position of Custodian	Location of Record
STUDENT EDUCATION RECORDS				
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	Assistant Dean for Admissions, Recruiting, and Scholarships	Law School 1 North Front St Rm 252 38103
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 higher education institutions.	S/F	University 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 215
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	University 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, Center for International Programs and Services	JWB 102
Career Services	Name, phone, address, GPA, work	S/F	Director	WT 400

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	experiences, military data, educational experiences, evaluation of individual traits, resumes		Career Services	
Student Discipline Records	Documents related to allegations, hearings, violations and penalties	S/F	Associate Dean of Students, Student Conduct	UC 359
Disability Records	Certifications of disability, accommodation records	S/F	Director, Disability Resources for Students	WT 110
Psychological and Career Counseling Records	Demographic and counseling records	S	Director, Counseling, Tutoring, & Testing	WT 214
Test Scores	Test Scores (e.g., COMPASS)	S/F	Director, Counseling, Tutoring, & Testing	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, Student Financial Aid	WT 103
Health Record	Immunization Records	S/F	Medical Director, Student Health Services (initially); then University Registrar	Health Center (initially); then WT003
Veterans Certification	Records of money received through VA, class attendance, academic loads	S/F	Coordinator, Veterans Educational Benefits and Certification	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 202
Continuing Education Records (CEU)	Transcripts of CEU records prior to 1994 Transcripts of CEU records 1994 and after	S/F	University Registrar Assistant Vice Provost Extended Programs	WT 003 JWB 101
Undergraduate Academic Services	Academic Status - Probation, suspension, and high school deficiency records	S/F	Director, Center for Academic Retention and	WT 500

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			Enrichment Services (CARES)	
Transfer student evaluation records	Transfer and Articulation/Degree Audit – records of evaluation and exception for transfer credit decisions and degree credit exceptions	S/F	Coordinator, Academic Transfer and Articulation	WT 800
Undergraduate student appeals – Academic Affairs	Petitions for late/retroactive withdrawal, grade appeals, student complaints about academic policies	S/F	Vice Provost for Undergraduate Programs	AD 231
Intensive English for Internationals (IEI)	Certificates of completion for intensive English training	S/F	Director, Center for International Programs and Services	JWB 102
Residence Life	Housing records	S/F	Director, Residence Life and Dining Services	RT 011
Campus Recreation Intramural Services (CRIS)	Student access to facilities and participation	S/F	Director, Campus Recreation & Intramural Services	Student Recreation Center
Library Circulation Information	Records of student debts and books outstanding	S/F	Dean of University Libraries	McWherter Library 203A
Student Activities	Student activity participation, Greek life data, etc.	S/F	Associate Dean of Students, Student Leadership and Involvement	UC 211
ACADEMIC RECORDS				
Academic Record – UG, GR, and LAW Electronic and hard copy	Documents/electronic images that reflect the unabridged academic history of the student at the institution. It contains a chronological listing of the student's total quantitative and qualitative learning experiences and may include any information pertinent to the evaluation.	A/F	University Registrar	WT 003
Admissions Files – Matriculated Students - LAW Hard copy records	Letters of recommendation, Authorization for bar certification, graduation application, various bar certifications, letters of withdrawal, letters of academic exclusion, letters of admonitory action, rankings.	A/F	Law School Registrar	Law School 1 North Front St. Rm 264 38103
Confidential File (Established upon first matriculation)	Application for admission, high school transcript, other college transcripts, test scores, miscellaneous correspondence,	A/F	University Registrar	WT 003

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	evaluation of transfer credit from other colleges, etc.			
Academic Record Change Documents	Enrollment change approval forms, grade change records; etc.	A/F	University Registrar	WT 003
ELECTRONIC RECORDS				
Recruiting	Prospective student data; reference cards and electronic records (prospective and enrolled students)	S/F	Director, Admissions	Electronic
Administrative System – Banner	Student Information System – Admissions, Financial Aid and Academic Records data	S/F	Data Stewards of individual modules	Electronic
Data Warehouse	Extensive reporting information – not a source file for student data	F	Director, Enterprise Application Services	Electronic
Institutional Research Data Sets	Extensive reporting information – not a source file for student data	F	Director of Institutional Research	Electronic