

## RELEASE OF RECORDS

Any student at College of Saint Mary may personally inspect, review, and at the student's expense, have a copy made of any records (except another school's transcript) kept regarding her college career. Where more than one student is involved in a record, the student may have the information concerning only herself and that will be transmitted orally.

Listed below are the records presently kept by the University. A student wishing to examine any record should make a request of the appropriate administrator. Requests must be in writing. The record will be made available within 45 days of the request.

### **Student Record**

Academic record

Department record

Financial record

Health record

Financial Aid record

Graduation requirements checklist

### **Administrator**

Registrar

Advisor or Program Director\*

Student Accounts\*\*

CHI Health

Financial Aid Director\*\*

Academic Advisor

\* Where a student has declared a major, the student should file a request with the Program Director; otherwise, with the advisor.

\*\* Students may not examine any item revealing financial information about their parents.

In order to protect the right to privacy, the University will not make any records not designated as directory information available, without the student's written consent, to anyone other than College of Saint Mary officials with a legitimate educational interest, officials of other schools to which the student has applied, certain governmental officials, parents who establish student's dependency status, and certain persons in connection with an application for financial aid.

Students may request a copy of any such records (except transcripts) in College of Saint Mary's possession at a cost of 10 cents per page. Anything in a student's record that the student does not understand will be explained. The records are reviewed and materials expunged periodically.

Transcripts must be requested in writing at a charge of \$4 for PDF delivery or \$6.25 for paper transcript. [Request Transcripts | College of Saint Mary](#).

The following Financial Aid information is available to you as an enrolled student by contacting the Express Center. The Express Center is located in Walsh Hall, Room 121 or call at 402.399.2429.

Records relating to eligibility and disbursement of Federal student aid funds

Student account

Federal work-study payroll records

Financial aid applications

SARs and ISIRs

Documentation of professional judgment decisions

Documentation relating to a refusal to certify Federal education loans



Financial aid history information (for transfer students)

Cost of attendance information, including documentation relating to any adjustments

Satisfactory Academic Progress (SAP) documentation

Documents used for verification

Entrance and exit counseling records

Financial records