

## RELEASE OF RECORDS

Any student at College of Saint Mary may personally inspect and review her/his educational records regarding her/his college career at CSM. Schools are not required by Federal law to provide copies of information, unless providing a copy is the only way of allowing access for review. Where information regarding a student is commingled with that relating to other students, the student may receive an oral report of her own information only.

Listed below are all of the records presently kept by the College. A student wishing to examine any record should make a request from the appropriate administrator. Requests must be in writing; the record will be made available within 10 days.

STUDENT RECORD	CONTACT
Academic Record	Registrar
Department Record	Advisor/Program Director*
Discipline Record	Student Development and Success
Student Statement	Express Center
Financial Aid Records (see list below)	Express Center**
Graduation Checklist	Academic Advisor
Health Record	Alegent Occupational Health

\* Where a student has declared a major, the student should file a request with the program director or her advisor.

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

In order to protect a student's right to privacy, the College will not make any personally identifiable records available without the student's written consent. However, records may be released to CSM officials, other schools where the student has applied for admission, certain government officials, and certain persons in connection with an application for financial aid. For further information, see the Family Education Rights and Privacy Act in the Academic Catalog, online at [www.csm.edu](http://www.csm.edu)

Transcripts must be requested in writing at a charge of \$6 per copy.

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 176 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