



University of Central Missouri - Office of the Registrar - Ward Edwards, Suite 1000
(660) 543-4900; fax (660) 543-8400; registrar@ucmo.edu; www.ucmo.edu/registrar

Policy Impleme

document as relates to such student or to be informed of the specific information contained in such part of such material.

3. Limitations on Access

The University will not make available to students the following materials:

- a) Financial records of the parents of students or any information contained therein.
- b) Confidential letters and statements of recommendation that were placed in the education records prior to January 1, 1975.
- c) Confidential recommendations respecting admission to the University, application for employment and receipt of an honor or honorary recognition, if the student has signed a waiver of the student's rights of access.
- d) Other records not defined as education records.

4. Access Rights

The right to access as specified in #1 (above) shall include:

- a) The right to inspect and review the content of educational records.
- b) The right to respond to reasonable requests for explanations and interpretations of the education record.
- c) The right to an opportunity for a hearing to challenge the content of those records.
- d) If any material or document in the education records of a student includes information on more than one student, the right to inspect and review only such part of such material or document as relates to such student or to be informed of the specific information contained in such part of such material.

Destruction of Records

The University may destroy any records if not otherwise precluded by law; provided, that if a student has requested access to such records prior to the University making its decision to destroy the record, the student shall be provided an opportunity to review such record prior to its destruction.

The Policy regarding destruction of records has been established in accord with Sections 109.200 to 109.310 RSMo (1969) known as "The State Records Law". The policy for each of the specified offices listed below is presented in summary fashion. If a more detailed description of a particular office policy is desired, such can be obtained from the office involved; also, others having access (in addition to the attendant clerical staff) are shown.

List of education records maintained and open to student(s) and the custodian(s) of each:

a) Academic record, Personal file: Office of the Registrar

Custodians:

Registrar

Associate Registrar

Assistant Registrar

Others having access:

Faculty and staff with a legitimate educational interest

ost legitimate ed

Policy on destruction:

Academic record – permanent retention

Personal file – 10 years retention

ost gement

b) Discipline files: Office of Vice Provost for Student Experience and Engagement

Faculty and Administration with a legitimate educational interest
Policy on destruction

Director of Intercollegiate Athletics

Others having access:

Staff in the above office with a legitimate educational interest

Policy on destruction:

Scholarship files, purchase requests, records – when no longer of value or after 6 years

- j) Elliott Union files: Office of the Director of Elliott Union, Meeting and Conference Services
Student Committee Involvement Data

Custodian:

Director of Elliott Union, Meeting and Conference Services

Others having access:

Staff in the above office with a legitimate educational interest

Policy on destruction:

5 years after graduation or when no longer of reference value

- k) University Health Center files: University Health Center

Medical Records of UHC clients

Medical records are governeds

- e) To individuals or organizations conducting studies for or on behalf of an educational institution.
- f) To regional or professional accreditation organizations.
- g) To parents of a dependent student.
- h) To comply with a judicial order or subpoena. A reasonable effort must be made to notify the student beforehand – unless so ordered by the subpoena not to do so.
- i) In the event of a health or safety emergency where the information is required to resolve the emergency.
- j) That is considered directory information, so long as the student has not requested nondisclosure of this information.
- k) To the student.
- l) That is the result of a disciplinary hearing where the student is the perpetrator of a crime of violence or a non-forcible sex offense. Under this exception, information may be released to anyone, including the media. No information on the victim or witnesses may be released.
- m) Of a student under the age of 21 who has committed a drug or alcohol related offense (e.g., reporting the offense to the parents of the student).

3. Consent to Release

The federal regulations state that the consent must:

- a) Be in writing
- b) Be signed
- c) Be dated
- d) Specify the records or information to be released
- e) Specify the reasons for the release
- f) Specify the names of those to whom the records or information is to be released.

The *Authorization to Release Educational Records for* is available at www.ucmo.edu/registrar/forms.

- 4. It should be noted that UCM couldn't, therefore, honor a request to send records or information (other than directory information) to a third party unless the proper written consent is first provided to the University. If the student, or former student, requests that records be sent to a third party such as a prospective employer, the student, or former student, should be sure that the request also complies with the requirements of consent to release the records. Those six basic requirements are outlined above.
- 5. If a request is received from a third party seeking information about a student, or former student, and the University does not, at the time, have the student's or former student's consent to release the information to that party, the third party will be so informed.

2. Decision

The custodian will then review the request and grant or deny, in whole or in part, the request; or, in the alternative, may first schedule a conference to discuss the matter with the student, or former student, after which the custodian will then render a decision. The student, or former student, will be sent notification of the decision within two weeks thereafter.

3. Formal Hearing

If all of the above procedures have been completed and the student, or former student, has not received satisfactory relief, he or she may then request a formal hearing.

a) Hearing procedure

The student will have, at the formal hearing, the opportunity to present evidence and argument to a hearing committee in support of his or her contention that the records are inaccurate, misleading, or otherwise inappropriate. The student, or former student, may be assisted by counsel of his or her own choosing if so desired, may present witnesses, will be entitled to cross examination and will have the burden of proof. The institution may present a case in rebuttal with the same aforementioned procedural rights.

b) Initiation of procedure

In order for the student, or former student, to avail himself or herself of the opportunity for a hearing to challenge the contents of a record, the student, or former student, must submit a written appeal to the custodian of records in question and the Registrar. The sole grounds upon which a hearing may be granted are allegations that the records are inaccurate, incorrect or otherwise inappropriate. Any of these alleged grounds must be supported by specifically named reasons or listed on the written appeal.

4. Decision

The committee will then render a decision within two weeks in writing and stating its findings of fact, conclusions and a decision granting or denying the challenge in whole or in part.