

Directory Information

1. Publication of Information on Students

The below-listed information is designated as “directory information” with respect to each student, or former student, and may be published in directories, programs, etc., or released to third parties without the consent of the student unless the student requests that the information listed below not be published or released without his or her prior consent.

2. Items of Directory Information

- a) Student’s name
- b) Student’s mailing, physical, and email addresses
- c) Student’s telephone numbers
- d) Student’s age and date/ place of birth
- e) County, state, or US territory from which the student originally enrolled
- f) Student’s major field of study
- g) Class (junior, senior, etc.)
- h) Enrollment status (full-time,/part-time, undergraduate/graduate, etc.)
- i) Student’s participation in officially recognized activities and sports
- j) Weight and height of members of athletic teams
- k) Student’s dates of attendance and anticipated date of graduation
- l) Student’s degrees, honors, and awards received
- m) Student’s most recent previous educational agency or institution attended
- n) Student photo or image (for university use only)

3. Procedure for Requesting Exclusion from Directory Information

A student wishing to exercise his or her right to exclusion must do so by executing a *Request to Suppress Directory Information* form. These and other forms mentioned in this policy can be obtained from the Registrar’s Office in Ward Edwards 1000 or at www.ucmo.edu/registrar.

Access to Records

1. The University shall provide students who are or have been in attendance at the University access to their educational records except as provided in #3 below.

2. 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.

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

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
Policy on destruction:
Academic record – permanent retention
Personal file – 10 years retention
- b) Discipline files: Office of Vice Provost for Student Experience and Engagement
Custodians:
Vice Provost for Student Experience and Engagement
Associate Vice Provost for Student Services
Others having access:
Staff in the above office with a legitimate educational interest.
Policy on destruction:
Personal files – destroy when no longer of reference value
- c) Graduate files: The Graduate School and International Admissions
General correspondence
Graduation Cards
Graduation Cards (inactive)
Student folders (active & inactive)
Masters and Education Specialists Certificates of Eligibility, 1965 to date
Current term prospective degree candidates
Minutes of the Graduate Council
Reject folders, maintained electronically
Custodian: Director of The Graduate School and International Admissions
Others having access:
Faculty and staff with a legitimate educational interest
Policy on destruction:
Records of active graduate students kept on file in the Graduate School and International Admissions. If not active for a period of one year, contents of folders maintained electronically. Folders of those receiving graduate degrees are maintained electronically in the Graduate Office. Application for Graduation card kept permanently in the Registrar's Office. General correspondence files are maintained as long as needed. Graduate Council minutes maintained permanently.
- d) Financial Assistance and Scholarship files: Office of Student Financial Assistance Services
Custodians:
Director of Student Financial Assistance
Assistant Director of Student Financial Assistance
Others having access:
Staff of the Office of Student Financial Assistance

Faculty and Administration with a legitimate educational interest

Policy on destruction:

Records are kept electronically in Xtender and are not deleted from the database.

- e) Collections: Student Accounts and Loans

Custodian:

Director of Student Accounts and Loans

Others having access:

Staff in the above office with a legitimate educational interest

Policy on destruction:

Federal Perkins – 5 years following payment in full of the loan

Promissory notes, permanent retention ledger cards, permanent retention balance of folder may be destroyed 3 years after last payment

- f) Veteran Educational Benefits files: Office of Military and Veteran Services

Custodian:

Veteran Affairs Certifying Official

Others having access:

Director of Military and Veteran Services

Veteran Administration Representative

Secretary, Office of Veteran Services

Policy on destruction:

Retained while active; held as inactive for 5 years

- g) Housing Office files: Office of University Housing Administration

Custodians:

Associate Vice Provost for Student Auxiliaries

Director of Residence and Greek Life

Director of Housing Facilities and Operations

Others having access:

Faculty and staff with a legitimate educational interest

Policy on destruction:

As of April 2016 all files are in the process of document imaging

- h) University Relations files: Office of University Relations

Custodians:

Director of Marketing and Promotions

Assistant Director for Media Relations

Assistant Director for Marketing and Promotions

Manager of New Media and Communications

Others having access:

Staff in the above office with a legitimate educational interest

Policy on destruction:

When no longer of reference value; however, there is a permanent record kept of every official news release which has been written

- i) Intercollegiate Athletic Department files: Office of Director of Intercollegiate Athletics

Athletic Scholarships

Student Athletes Academic Records

Cumulative statistics and records of individual players

Custodian:

Waivers

1. Confidential Recommendations

A student may elect to waive his or her right of access to, or right to review:

- a) Confidential statements such as letters of reference for admission to the University.
- b) Confidential statements or references for recommendations to be used in securing employment.
- c) Such confidential statements or letters of recommendation in regard to the receipt of an honor or honorary recognition.

2. Option to Waive Access (i.e., keep references confidential)

The University may not require a student to waive his or her right of access to review such statements or references and the decision to waive such a right should be made according to the student's wishes in the matter.

3. Notice to Reference

Individuals giving references in regard to students are usually notified of the confidentiality or non-confidentiality of their statements according to whether or not the student has waived his or her right of access to such records.

4. Procedure to Waive

In most instances a student will be asked whether he or she wishes such confidential statements or letters of recommendation to be confidential or non-confidential and will be given the opportunity to elect to waive or not to waive his or her right to review the records. If a student has a question in regard to waiver and confidentiality of such recommendations and letters of reference, he should contact the custodian of the records involved.

5. Confidential References Prior to January 1, 1975

The regulations provided that all letters of reference and confidential statements provided to the Institution prior to January 1, 1975, shall remain confidential and not subject to review by the student, or former student.

Amendment of Education Records

1. Request for Amendment of Education Records

A student seeking deletion, alteration, or amendment of an educational record or any part thereof must notify the custodian of the record specifying the record in question and stating the specific reasons for the requested correction and the specific objection to the record as it stands in the file. The request must specify the remedy sought (e.g., deletion of certain items, change in wording, correction in figures or other data).

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