

Hannibal-LaGrange University
Policy Regarding the Family Educational Rights and Privacy Act of 1974
(FERPA)

Types, Locations, and Custodians of Education Records:

To Request an Inspection of Education Records:

Students should submit to the record custodian or an appropriate university staff person a written request which identifies as precisely as possible the record he/she wishes to inspect. The record custodian, or an appropriate university staff person, will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in forty-five days or less from the receipt of the request.

The following is a list of the types of records that the university maintains, their locations, and their custodians.

<u>Types</u>	<u>Locations</u>	<u>Custodians</u>
Admissions Records & Cumulative Records	Office of the Registrar	Registrar
Financial Records	Financial Aid Office	Director of Financial Aid
Health Records	Student Development Office	Dean of Student Development
Placement Records	Division of Education Office	Secretary for Education Department
Disciplinary Records	Student Development Office	Dean of Student Development
Student Employment Records	Retention & Career Services Office	Dean of Retention & Career Services
Occasional Records (Student education records not included in the types above, such as minutes of faculty committee meetings, copies of correspondence in offices not listed)	The appropriate official will collect such records, direct the student to their location, or otherwise make them available for inspection and review	The university staff person who maintains such occasional systems records

Fees for Copies of Records:

The fee for copies will be 25 cents per page.