

Organizational Units Where Student Education Records Are Maintained

At the University of Colorado at Boulder, education records are maintained both centrally, and within organizational units distributed across the campus. Because the university organization is complex and diverse, no list of record keepers or education records can be complete. This list is intended to assist students in understanding the types of education records that may be maintained by the university and their location. If students are unable to identify a particular education record or its location within the university, or if the student’s College or School affiliation is not known, contact the Office of the Registrar in Regent 105 for assistance.

The following sections of this document attempt to identify the types of education records and the Official Record Custodian or other record keeper responsible for those records by area and office. This document is offered as a guideline, and is not intended to be all-inclusive or complete. *If there is any question about which university official(s)/office(s) are responsible for a particular type of record, or whether a record is an education record as contemplated by FERPA, consult the Office of the Registrar.*

I. Education Records Maintained in the Records Office of the Colleges and Schools

Education records maintained in the Records Offices of the Colleges and Schools for their students may include records relating to admissions, transfer credits, academic progress and conduct, faculty data, advising notes, change of concentration and program materials, degree and status data on students, petitions, limited placement data, and transcript and internal academic record data.

The titles and telephone numbers of the individuals responsible for maintaining student records within the Colleges, Schools and programs are listed below:

Architecture and Planning, College of	Dean	303-492-7711
Arts and Sciences, College of	Assistant/Associate Deans	303-492-7885
Leeds School of Business	Assistant Dean	303-492-8410
Education, School of	Assistant Dean	303-735-3029
Engineering and Applied Science, College of	Assistant Dean	303-492-7696
Graduate School	Associate Dean	303-492-7401
Journalism and Mass Communication, School of	Assistant Dean	303-492-5007
Law, School of	Registrar	303-492-1865
Music, College of	Associate Dean	303-492-6352
Continuing Education and Professional Studies	Records Manager	303-492-2503

II. Education Records Maintained in the Academic Departments and Programs

The university also has many departments which deal with academic majors and minors. Departmental offices maintain education records which may include limited admissions and transfer credentials, data on academic progress in the area of

concentration, faculty recommendations, advisors' comments relating to registration and changes of program, limited placement data, professional examination results, qualifying examination materials, and foreign language proficiency information.

Contact the academic department for access to these education records.

III. Education Records Maintained in Administrative and Student/Academic Services Offices

A. Office of Admissions

Associate Director, 303-492-3738

The Admissions Office receives and establishes files containing admissions credentials for new freshmen, transfer and non-degree applicants and readmitted undergraduate students, as well as graduate student processing.

B. Bursar's Office

Management Staff, 303-492-5381

The Bursar's Office maintains financial records relating to students' and parents' payments (tuition, fees, room, board, miscellaneous charges), third party billings and payments posted to students' accounts, receipt and disbursement information related to student loans, repayment information for Federal Perkins loans, short term loans and institutional loans, and the application for and issuance of refunds including images copies of demand warrant stubs and student athletes authorization to release refund letters.

C. Career Services

Director, 303-492-6541

This office maintains records relating career counseling records; testing, career planning and placement credentials for individual students.

D. Continuing Education and Professional Services,

Records Manager, 303-492-2503

The office maintains and archives the central student file for non-degree students and those who take non-credit courses, including the admission application, registration and grading related to independent learning and distance education.

E. Disability Services

Director, 303-492-8671

Disability Services maintains limited records on those students who have submitted documentation of disability to obtain services and/or accommodations at the university. These education records may include: disability documentation, which may include limited medical information; unofficial advising records; contact notes with/about the student, parents, university personnel.

F. Office of Financial Aid

Director, 303-492-5091

The Office of Financial Aid maintains records relating to the application for financial assistance, including need and merit analysis, and parent and student income data and personal data, records relating to the denial or awarding of financial assistance, and satisfactory academic progress as it relates to the awarding of federal and state aid.

G. Herbst Academic Center

The Herbst Academic Center maintains the academic records of those student-athletes who are on the roster of any varsity athletic team recognized by the University.

H. Department of Housing and Dining Services

Director, 303-492-6871

The Department of Housing and Dining Services maintains records related to requests for and assignment of on-campus housing at the University of Colorado, Boulder; dining plans; petitions; room condition reports including damage reports; critical incidents including records on student injury, medical issues or death; correspondence and student activities and programming.

I. Office of International Education

Study Abroad, Director, 303-492-7741

The office maintains records relating to the participation of students on CU-Boulder study abroad programs; preliminary advising information; the record of the program(s) applied for and the programs(s) in which the student participates; scholarship data; financial data on the cost of study abroad; academic advising information pertaining to the study abroad program; correspondence while the student is abroad; the original transcript from the host institution.

International Students and Scholar Services, 303-492-2979

The office maintains copies of immigration documents and copies of students' visas once they are enrolled at CU-Boulder; employment authorizations for international students of F and J visas; financial support documents and advising notes.

J. Office of Orientation

Director, 303-492-4431

The Office of Orientation maintains records on those students who participate in orientation programs related to the College of Arts and Sciences and Leeds School of Business.

K. Office of the Registrar

Academic Records Manager, 303-492-6907

The Office of the Registrar maintains and archives the central student file, the academic transcript and grading records. This office also maintains student and parent personal data, residency status, registration data, academic program and graduation data.

L. Reserve Officer Training Corps:

Air Force, 303-492-6449

Army, 303-492-6495

Navy, 303-492-2582

These departments maintain education records for the students admitted to the Reserve Officer Training Corps.

M. Student Academic Services Center

Director, 303-492-1416

The Center maintains education records on those students who participate in the offerings and programs of the Center. The records may include information on admission credentials, participation in student services, and learning assistance provided to individual students.