

**MAINTENANCE OF STUDENT RECORDS**

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Students may request to examine the school records pertaining to them. The school keeps the following types of records or information.

1. Original application for enrollment
2. Admission documents
3. Grades
4. Advising notes on career or academic concerns

**RETENTION OF RECORDS**

These records are kept in the Student Services Office or on electronic media. A written request to look at the records is required and will be acted upon within a reasonable time period, pursuant to FERPA regulations.

If a student feels that the records are inaccurate or misleading, he/she will be given an opportunity to present his/her views and facts to Student Services, and they will be noted in the student's file. Copies of a student's grades will be provided upon written request from the student, providing student is not on hold for academic or financial reasons.

**ATTENDANCE RECORDS**

Regular and prompt attendance is expected of all students enrolled at UA Cossatot; however, the college does not retain attendance records.

HLC Criterion: 2.A

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**Policy History:**

January 12, 2015	March 28, 2005
January 1, 2001	March 18, 2002
	July 30, 2001

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**PROCEDURE: NONE**