

APPENDIX A

TYPICAL RECORDS REQUESTED AND LOCATION OF RECORDS

TYPE OF RECORD	LOCATION	CUSTODIAN
Admissions Decisions	Office of Admissions and Records (OAR)	Director
	College/Unit/Department	Dean/Dept. Head
Application for Admission	OAR	Director
	College/Unit/Department	Dean/Dept. Head
Certification Documents	College/Unit/Department	Dean/Dept. Head
Counseling Records	Student Affairs Counseling Services	Director
Course/Instructional Materials	College/Unit/Department	Dean/Dept. Head
Course Credit/Transfer	College/Unit/Department	Dean/Dept. Head
Disciplinary Actions	Dean of Students	Dean of Students
	Campus Housing	Director
	College/Unit/Department	Dean/Dept. Head
Dorm/Housing Contracts	Campus Housing	Director
Employment Information	UIC Human Resources	Records Officer
	Student Employment Services	Student Employment Coordinator
Evaluations (Academic)	College/Unit/Department	Dean/Dept. Head
Student Account Information	University Student Financial Services and Cashiering Operations (USFSCO)	Executive Director
Grades	OAR	Director
	College/Unit/Department	Dean/Dept. Head
Grievance Materials	College/Unit/Department	Dean/Dept. Head
	Office of the Provost	Associate Director

Health Service Documents	Campus Care	Director
I-20 & DS-2019 Forms	Office of International Services (OIS)	Director
Immigration Documents	OIS	Director
Intramural Sports/Programs	Campus Recreation	Director
Letters of Accommodation	Office of Disability Services (ODS)	Director
Loan Information	USFSCO	Executive Director
	Office of Financial Aid	Director
NCAA Forms	Athletics	Director
Ombudsperson Records	Dean of Students	Dean
Parking Assignment/Citations	Parking Services	Director
Registration	OAR	Director
Requests for Accommodation	ODS	Director
Residency Petitions	OAR	Director
Scholarship Information	Athletics (for athletic scholarships)	Director
	Office of Financial Aid	Director
	Office of Special Scholarship Programs	Director
Transcript	OAR	Director
Tuition (billing statements, etc.)	Student Financial Services	Director