

Attachment A  
13.02.99.M0.01      Student Records

### LOCATION OF STUDENT RECORDS

The chief administrative officer in each office listed below will be responsible for maintaining student records and for releasing information contained in them:

Record Type	Record Location	Record Custodian
Academic, Continuing Education, and Other College Records	Graduate and Professional School Nagle Building	Associate Provost and Dean of Graduate and Professional School
	Agriculture and Life Sciences Building	Dean of College of Agriculture and Life Sciences
	Coke Building	Dean of College of Architecture
	Academic Building	Dean of College of Arts & Sciences
	Wehner Building	Dean of Mays Business School
	3302 Gaston Ave., Dallas, TX	Dean of College of Dentistry
	Harrington Education Center	Dean of College of Education and Human Development
	Zachry Engineering Education Complex	Dean of College of Engineering
	1020 Holcombe Blvd, Houston, TX	Dean of School of Engineering Medicine
	Allen Building	Dean of Bush School of Government and Public Service
1515 Commerce Street, Fort Worth, TX	Dean of School of Law	
Health Professions Education Building, Bryan, TX	Dean of Naresh K. Vashisht College of Medicine	

	Health Professions Education Building, Bryan, TX  Langford Building A  1010 W. Ave. B, Kingsville, TX  SPH Administration Building  Veterinary Medical Center	Dean of College of Nursing  Dean of College of Performance, Visualization and Fine Arts  Dean of College of Pharmacy  Dean of School of Public Health  Dean of College of Veterinary Medicine and Biomedical Sciences
Academic and Personal Counseling and Testing Records	Counseling and Psychological Services – Student Services Building	Director of Counseling and Psychological Services
Academic Transcripts	Office of the Registrar – General Services Complex	Assistant Vice President & Registrar
Admission Records	Admissions Processing– General Services Complex	Executive Director of Admissions
Campus Security Records	University Police	Director of Security and University Police
Disciplinary Records	Koldus Building	Vice President for Student Affairs
Financial Obligation Records	Student Business Services – General Services Complex	Executive Director of Student Business Services
Financial Aid Records	Scholarships & Financial Aid–General Services Complex	Executive Director, Scholarships and Financial Aid
International Student Personnel Records	International Student and Scholars Services Office – Pavilion	Director of International Student and Scholar Services
Housing Records	Housing Assignments Office – Student Services Building	Associate Director of Residence Life
Job Placement Records	Career Center – Koldus Building	Executive Director of Career Center
Medical Records	Beutel Health Center	Director of University Health Center
Parking Records	Transportation Services – Polo Rd. Garage	Director of Transportation Services
Official Personnel File of Employed Students	Employing Department	Department Head

ROTC Records	Office of Commandant – Military Sciences Building	Commandant of Corps of Cadets
Standardized Test Scores and Credit by Examination	Office of Admissions General Services Complex	Executive Director of Admissions
Student Athletic Records	Athletic Compliance Office Bright Football Complex	Senior Associate Athletics Director for Academic Services
Student Records of Academic Departments	Department Offices (various locations)	Head of Academic Departments
Other Education Records	Office of the Registrar – General Services Complex	Assistant Vice President & Registrar
Records Maintained at the Galveston Branch	Building 3034 – Galveston, TX	Director of Student Enrollment Services
Records Maintained at the Qatar Branch	Engineering Building – Education City, Doha	Director for Office of Records