

## **Student Procedures to Access Educational Their Record**

7/1/12

- Students submit a request to review their Educational Record to the Associate Dean for Students Affairs.
- The Associate Dean will follow the steps outlined in the *Policy on Student Records (180.020)* in complying with the student request.
  - [http://www.umkc.edu/catalog/Policy\\_on\\_Student\\_Records.html](http://www.umkc.edu/catalog/Policy_on_Student_Records.html)
  - See <http://www.umkc.edu/registrar/forms-resources/default.asp> for forms to access to request access to records.
- Any request by a student to amend content of their Educational Record will be handled using the steps outlined in the *Policy on Student Records (180.020)*.