ACCESS TO RECORDS

At the close of each term, students may view their grades on St. Kate's website. Students may request an official transcript (https://www.stkate.edu/academics/registrar/order-a-transcript) of their University record from the Office of the Registrar website. The fee for a transcript from St. Catherine University is $10.00 per transcript. Transcripts are withheld if the student has not met financial obligations at the University.

St. Catherine University maintains the following records for students:

- Medical records of treatments and immunizations received at the University are kept for seven years. These records are available through the Health Center.
- Standardized test scores. These records are available through the Office of the Registrar.
- Letters of recommendation for alumnae and graduate students that have been processed through the credentials service provided by the Career Development Office are kept for a limited period of time.
- Financial aid records. These records are available through the Office of Financial Aid.
- Academic records. These records are available through the Office of the Registrar.

Disclosure of student records to a third party is limited by law. Access is given only upon the student's written consent, or as required by law. Additional information about a student's right to access his or her record and the laws governing release of those records can be found on the Office of the Registrar website (https://www.stkate.edu/registrar). Students are responsible for reporting changes in address, name, etc., to the Office of the Registrar. These changes can be made at any time.