

CHAPTER:	Student Records	DATE ADOPTED: August 10, 1999	NUMBER
STUDENTS		Revised: February 11, 2020	403
Reviewed:			
SYNOPSIS:			
1	Scope of Records		
2	Retention of Academic Records		
3	Retention of Financial Aids Records		
4	Veterans' Records		
1	<p>Scope of Records: Academic records shall be established and maintained for students who enroll in any of the following course categories: Pre-baccalaureate, preparatory career, high school completion, and the High School Equivalency Diploma (HSED) program. Such records shall contain three (3) basic types of information: (1) Identification information which may include name, social security number, sex, permanent address, date and place of birth, parent or guardian, etc.; (2) previous educational information which may include the name of the high school attended, graduation date, high school grade point average, class rank and size, test scores for achievement tests such as the American College Testing program, etc.; and (3) educational record at the College which will include date of entrance, withdrawal, and/or graduation, together with a record of all classes for which registered and grades received.</p>		
2	<p>Retention of Academic Records: The official academic records shall be retained in perpetuity. The President or designee shall adopt adequate security procedures including duplicate records as felt necessary and/or required. Documents which are used to create, update, and support the accuracy of the official academic record shall be retained for at least five (5) years.</p>		
3	<p>Retention of Financial Aids Records: Financial aids records will be retained at least five (5) years following the end of the award year in which the funds were awarded. If one or more of the awards was in the form of a Direct loan, the records shall be retained at least three (3) additional years the award year in which the student ceased to attend.</p>		
4	<p>Veterans' Records: Records on veterans attending the College and receiving veteran's benefits shall be established and maintained in conformance with applicable laws and regulations. Veteran's records shall be maintained at least five (5) years following the ending date of their last enrollment.</p>		