SECTION: Students
TOPIC: Secure Student Records
Approved:

Policy: B9030
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POLICY

The College shall adopt an orderly, accurate, confidential, secure, and permanent system of maintaining student records.

RESPONSIBLE OFFICIAL(S):
Head of Enrollment Services, Registrar

PROCEDURE:

1. The College shall maintain the official records of student matriculation, performance and accomplishment as required by this procedure, accreditation, and regulatory statutes.
2. The Registrar shall serve as custodian of official transcripts and records of matriculation on behalf of the College.
3. Upon graduation or withdrawal, all other individual student records held by the institution shall be conveyed to the Office of Enrollment Services for secure storage.
4. The College shall retain all records of student performance and advisement including examinations and evaluations for at least three years following graduation or withdrawal from the degree program or as required by statute, whichever is longer.
5. To the extent feasible, all critical records shall be reduced to electronic format. Electronic records shall be stored in at least two locations that are sufficiently separated geographically to assure that coincident damage by natural or other disaster is unlikely. To the extent possible, these facilities shall be impervious to unauthorized access. Such facilities shall be identified by the College and maintained either by the College or by a contracted party bonded for such services.
6. In the event of the cessation of College operations, student records shall be treated as provided in the College's Record Retention Policy.

CROSS REFERENCES:

Policy B1042/B2090/B2050