1. Purpose
To outline and define the processes by which student records are transferred to the Custodian of Records once a student is no longer active including Student Withdraw or Graduation.

2. Related Policy/Authority
Policy B2090 Record Retention

3. Faculty/Staff Responsibilities
Office of Student Affairs

4. Definitions/Abbreviations

5. Procedural Steps
1.1 Once the Office of Student Affairs receives notice of a student withdraw from the college, the Office of Student Affairs will transfer all pertinent student records to the Custodian of Records. Pertinent records include:
   a. Immunization Records,
   b. Department of Health Fingerprinting
   c. Background Check/Drug Screens
   d. Medical Student Performance Evaluation
   e. Academic and Career Counseling Records
   f. Acknowledgement Forms (Computer Device Agreements, Student Handbook Acknowledgement Form, Honor Code Acknowledgement Form, Physician/Patient Relationship Form)
   g. Code of Conduct Information
   h. Student Accommodation Request/Information

1.2 Records transfer
   a. Physical Records will be hand delivered to the Custodian of Records within 3 business days of the withdraw.

1.3 Other student affairs related records are maintained and retained in accordance with the Record Retention policy.

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance
Office of Student Affairs will develop the process and review annually.
8. Signature

Signature on File: 05.11.2023
Department Head of Student Affairs: Date

9. Distribution List

Internal/External

10. Revision History

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
<th>Approval Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.25.2019</td>
<td>1.1</td>
<td>Added MSPE, Academic and Career Counseling Records to Section 1.1</td>
<td></td>
<td>11.25.2019</td>
</tr>
<tr>
<td>5.11.2023</td>
<td>All</td>
<td>Formatting adjustments, title updates</td>
<td></td>
<td>5.19.2023</td>
</tr>
</tbody>
</table>