

Policy Manual



Title: Student Records, Retention, and Public Records	Number: 6Hx2-5.35
Legal Authority: <i>Fla Statutes 119.01, 119.07 (4), 257.36 & 1001.64</i>	Page: Page 1 of 4

GENERAL STATEMENT

Broward College (the “College”) maintains and retains student records according to acceptable practices established by the American Association of Collegiate Registrars and Admission Officers (AACRAO) *Retention of Records Guide*, the State of Florida laws, and according to federal laws, rules and regulations. All permanent student records are preserved in a format determined to be acceptable for permanent storage or retention, including microfilm, microfiche, and electronic storage formats.

THE POLICY AND THE STUDENT

All applicants are required to complete the appropriate application, and provide transcripts and other supporting documentation necessary to support their matriculation at the College. The documents are retained according to industry standards and administrative usefulness. At the end of the administrative usefulness or duration for retention, such items will be disposed of based on the retention schedule, such as the GS-5 by the State of Florida.

Admission and Enrollment Records

All applications (paper or electronic) and student enrollment information will be processed and retained in an electronic format. The items will be stored via an electronic medium and a backup will also be maintained by the College. There is a permanent retention cycle for such items.

Student Transcripts

All entering students who desire to earn credits towards a degree or certificate will be required to submit official high school and college transcripts to the College as proof of eligibility to enroll. High school or GED transcripts indicating proof of graduation at the secondary level will be retained permanently. College transcript life cycles will depend upon whether or not a student enrolled at another postsecondary institution prior to or after attending the College, and depend upon the number of credits earned at the institution. Therefore, updated or more recent transcripts may be required to complete the enrollment process for returning students.

Official college transcripts, no work in progress, are necessary for an evaluation to determine the transferability of college-level coursework and determine placement into courses at the institution. College academic counselors and advisors may facilitate the evaluation process by reviewing an unofficial transcript prior to the formal evaluation and posting of coursework into a student’s academic history. Unofficial transcripts have no permanent life cycle.

International Student Transcripts

The College requires that an official copy, no work in progress, copy of the transcripts, must be sent to the Associate Vice President for Student Affairs/College Registrar’s Office. The transcripts (i.e., high school and postsecondary) from non-English speaking countries must be translated and evaluated by an approved company specializing in those areas. Postsecondary transcripts will include a course-by-course evaluation indicating the specific area satisfied (e.g., English or math), passing/failing grades, hours earned, and the level of academic

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achievement for each course (upper or lower level equivalencies as compared to U.S. curriculum). The documents will be permanently retained or retained until it outlives its administrative usefulness.

Grade Records, Grade Changes, and Student Academic Transcripts

The records consist of the official student record documenting courses taken at the College, grades received, grades changed, and degrees awarded. The records are maintained on paper, microfilm, microfiche, an electronic document imaging system, and/or the College's electronic database (CID). Retention is permanent and recorded on the student's academic transcript.

Class rolls are maintained by faculty responsible for teaching each class during a session in a specific term. Copies of the records outlining classroom performance should be retained for 3 fiscal years provided applicable audits have been released.

Transcript Requests

The College provides electronic or paper copies of transcripts to other institutions, agencies, the student, or other designees upon request by the student. A student may request a transcript electronically through the myBC portal or by completing a Transcript Request form. The paper forms are retained according to the schedule established by the State of Florida or AACRAO.

Prior Debt

The College may hold the release of a student's official transcript until debt owed to the College is paid in full.

Student Release of Information and Verification of Documents

A student request, in writing, must indicate that specific information be released, verified, and sent to a third party regarding his/her permanent record. A copy of the release of information letter or form, detailing specific records to release or verify, will be retained as a part of the student's permanent record via the established medium for retaining the records. Directory Information, as established by the College, may be released without consent unless the student specifically indicates that no information can be released on his/her behalf.

Public Records Requests

Florida Statute 119.01 allows the general public access to public records. Such records may be copied or reports may be generated to honor the records request. Fees may be charged for copying the documents (119.07(4), FS). Additionally, a special service charge may be incurred if it requires extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency involved, or both, in generating documents for the request.

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THE POLICY AND THE FAULTY AND STAFF

Faculty and staff must adhere to federal laws, State statutes and rules, and/or College policies regarding confidentiality and the protection of student records. Access to the student record depends upon the individual's legitimate educational need to know. Access to student records is based on position classification and access is monitored and reviewed by the Associate Vice President for Student Affairs-College Registrar. Faculty and staff should not share their user IDs, accounts login or password as this is a violation of College Policy and Procedure 8.01 - College Network and Software Usage by Employees.

Faculty and staff must maintain a "clean desk" in regard to personally identifiable student information and may not leave documents containing personally identifiable student information unsecured or in view when not present and actively using. Paper documents containing personally identifiable student records must be stored in a locked cabinet or desk when not in use; only authorized persons with keys may access such locked cabinets or desks. Electronic information containing personally identifiable student information may not be visible to others who are not authorized to view such records.

Faculty and staff shall verify the identity of students or applicants using multiple security questions before providing any personally identifiable information. Such verification should occur in person, telephonically, or when utilizing any form of electronic communication.

IMPLEMENTATION AND OVERSIGHT

The President has the authority to establish procedures to implement this policy. The Associate Vice President for Student Affairs/College Registrar, under the direction of the Vice President for Student Affairs and Enrollment Management is responsible for the implementation and oversight of policy compliance.

VIOLATION OF POLICY BY STUDENTS

Applicants for admission may be denied admission to the college for violation of this policy. Current or re-entry students found in violation of this policy are subject to discipline through BC Policy 6Hx2-5.02 – Student Code of Conduct. In addition to other penalties which may be imposed, the Associate Vice President for Student Affairs/College Registrar is authorized to deny college credit for work completed by students who falsify statements in their admissions application, or provide fraudulent transcripts or other supporting materials to the College.

Students who improperly obtain student records and/or misuse their access to student admission records, transcripts or other supporting documents to disclose, share, or disseminate information to unauthorized persons, employees, other students, or outside parties will be subject to discipline up to and including termination from student employment and/or dismissal from the College.

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VIOLATION OF POLICY BY FACULTY AND STAFF

Staff and non-represented faculty who improperly obtain records and/or misuse their access to student admission records, transcripts or other supporting documents to disclose, share, or disseminate information to unauthorized persons, employees, or outside parties will be subject to discipline up to and including termination.

Full-time faculty who improperly obtain records and/or misuse their access to student admission records, transcripts or other supporting documents to disclose, share, or disseminate information to unauthorized persons, employees, or outside parties will be subject to discipline up to and including termination, as outlined in the Collective Bargaining Agreement between the Board of Trustees of Broward College and between the United Faculty of Florida, Broward College Chapter.

DEFINITIONS

Default – Is the failure to make installment payments when due, or to meet other terms of the promissory note or other written agreements with the lenders and the reasonable conclusion is that the borrower no longer intends to honor the obligation to repay the loan.

Electronic storage format - A medium, by which a record may be electronically copied/imaged, stored and/or reproduced for future access.

Directory Information – The College may disclose, without consent, "directory" information; however, the College must annually notify students and parents of their rights under FERPA to “opt out” of the release of directory information. The College’s directory information includes (1) name, (2) enrollment status, (3) degree and awards received and (4) statistics pertaining to a student’s participation in officially recognized sports and activities.

GS5 Schedule - The State of Florida’s General Records Schedule for Universities and Community Colleges is used for the retention, storage and disposition of records.

Retention schedule – Determines the amount of time, permanent or a prescribed length, that a student record or item must be kept or preserved.

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