

Procedure Manual



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| Title: Student Records Retention, and Public Records | Number: A6Hx2-5.35 |
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Admission and Enrollment Records

Applications and student enrollment information will be processed and retained in an electronic format. The items will be electronically stored and securely 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 and complete 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 transcript, no work in progress, is required to be sent to the Office of the Registrar. The transcripts (i.e., high school and postsecondary) from non-English speaking countries is required to be translated and evaluated by an approved evaluation company that is a member of the National Association of Credential Evaluation Services (NACES). 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 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, Examination Materials 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 electronically, on paper, microfilm, microfiche, an electronic document imaging system, and/or the College's electronic student database system. Enrollment and retention is permanent and recorded on the student's academic transcript.

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

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| Recommending Officer's Signature <i>Janice Stubbs</i> | Date: 4/6/2020 | President's Signature  | Date: 4/6/2020 |
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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 their student portal.

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

Section 119.01, Florida Statutes, allows the general public access to public records. Such records may be copied, or reports may be generated to honor the records request. All public records requests should be referred to the College Custodian of Records. E-mail that does not fall within the definition of a public record will not be produced. E-mail which is a public record but contains exempt information will be produced but the exempt information will first be deleted or redacted. 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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