



## **PIEDMONT TECHNICAL COLLEGE**

### **PROCEDURE**

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**TITLE: Retention of Student Records**

**RELATED POLICY  
AND PROCEDURES: 3-2-1040 Retention of Student Records**

**DIVISION OF  
RESPONSIBILITY: Academic Affairs and Student Affairs**

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**June 9, 2015**  
**Date Approved by President**

**October 30, 2019**  
**Date of Last Review**

**October 30, 2019**  
**Date of Last Revision**

#### **Administrative Responsibilities**

It is the shared responsibility between the Offices of Academic Affairs and Student Affairs to review and revise this procedure.

#### **Procedure**

##### **A. Procedural Responsibilities**

1. Registrar
  - a. Manages all academic records.
  - b. Collaborates with the Institutional Reporting office on the submission of records to the State Office,
  - c. Vets policies, procedures, and forms through the Student Affairs Leadership Team and the Deans' Council.
  - d. Makes available to all full-time and part-time faculty any forms necessary for the maintenance of student records and instructions for the completion of these forms.
  - e. Insures security, confidentiality and integrity of student records through the establishment of security measures that protect and archive data.
  - f. Maintains appropriate student files on all active students, inactive students, and graduates per the South Carolina State Archives Retention Schedule.



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g. The Registrar or designee provides training to full-time and part-time faculty regarding any policy or procedure changes related to the management of student records.

2. Faculty are responsible for completing all required records and forms with accuracy, confidentiality, and timeliness.

#### **B. Security of Student Records**

The privacy and confidentiality of all current and former student records are preserved in accordance with the requirements of the Family Education Rights and Privacy Act (FERPA), Public Law 93-380, Section 513. All employees receive FERPA training at the time of hire and annually thereafter.

##### 1. Directory Information

Piedmont Technical College will disclose information from a student's educational record only with the written consent of the student unless otherwise allowed by FERPA. Directory information may be released without the student's consent and includes the following:

- a. Student name
- b. Address
- c. E-mail address
- d. Telephone number
- e. Major field of study
- f. Dates of attendance
- g. Degrees and awards received
- h. Enrollment status
- i. Photograph
- j. Grade level or year

##### 2. Additional Security

A student may choose to have extended security placed on their record by completing the FERPA Non-Disclosure form. Once a student's record is marked confidential, a note of confidentiality displays in the Student Information System each time the record is accessed. In such cases, no information is released regarding this student, including directory information that could normally be released without the student's consent. This additional security expires after the requestor cancels it in writing at the Student Records Office, graduates, or is not enrolled for a period of three consecutive semesters.

##### 3. Transcripts and Enrollment Certifications

Official transcripts are issued only by personnel in the Student Records Office. Enrollment verifications may be issued by Student Records personnel or obtained



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via the secure student portal. Unofficial transcripts may be obtained only through the secure student portal. After a student has not been enrolled for a period of three consecutive semesters, access to the secure student portal will be terminated by IT.

4. Grades

No grade information is issued over the phone, by email, or through any other electronic devices where the identity of the student cannot be verified or protected. Grades may be discussed by email only through the secure student portal or D2L. Grades are posted only in D2L or the student portal, which is accessible to the student through a secure login process.

#### **C. Retention Schedule**

The South Carolina Technical College System and the South Carolina State Archives Retention Schedule govern the retention of student records. Piedmont Technical College adheres to this schedule as follows:

1. Degree Applications

Student applications for an earned degree, diploma or certificate are made through the secure student portal. These applications are retained for a period of one year after graduation or date of last attendance. After one year, these records may be destroyed.

2. Official Transcripts (internal)

Official internal academic transcripts of students include information such as name, identification number, major, class, courses taken, grades received, dates of attendance, and type of degree awarded (if any) and are retained for a period of 75 years after graduation or date of last attendance. After this period of time, internal academic transcripts may be destroyed.

3. Admission and Enrollment Files

Admission and enrollment files document a student's acceptance, and matriculation. Information includes, but is not limited to, student applications, external transcripts from high schools or other colleges/universities, letters of recommendation, registration forms, drop/add forms and grading forms such as grade change and withdrawal forms. These records are retained according to student type:

- a. Accepted Students: Retain for 5 years after graduation or date of last attendance and then destroy.
- b. Non-Attending Students: Retain for 1 year and then destroy.