TITLE: Retention of Student Records

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

DIVISION OF RESPONSIBILITY: Academic Affairs and Student Affairs

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. Coordinates the submission of records to the State office, with the assistance of the Office of Information Technology.
   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.

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. The Deans’ Council is responsible for approving all policies related to student records.

3. Faculty is responsible for completing all required records and forms with accuracy, confidentiality, and timeliness.

B. Security of Student Records
The privacy and confidentiality of all official student 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.

1. Official transcripts are issued by Student Records personnel. Enrollment verifications may be issued by Student Records or obtained via the secure student portal.

2. 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.

3. Grades are posted in D2L or Pathway, which is accessible to the student through a secure login process.

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

1. Degree Applications
   Student requests for an earned degree, diploma or certificate are retained for a period of one year after graduation or date of last attendance. After one year, these
records may be destroyed.

2. Grading Documents  
   a. Grade Change Forms  
      Grade Change Forms that are submitted to Student Records by faculty are
      retained in the student’s academic record for a period of one year after
      submission and then destroyed.

   b. Withdrawal Forms  
      Because a withdrawal results in a final grade of “W” on the academic
      transcript, the withdrawal form is considered a grading document. Any
      withdrawal forms submitted to the Student Records Office for processing
      are retained in the student’s academic record for a period of one year after
      submission and then destroyed.

3. 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 should be destroyed.

4. 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. 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.