Administrative Responsibilities
It is the shared responsibility between the Offices of Academic Affairs and Student Development 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 Development 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 and enrollment verifications are issued by Student Records personnel.

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, including student name, number, signature, local address, degree applied for, and a list of courses not yet completed but needed for graduation, 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 sheets, forms concerning removal of incomplete grades, guidelines concerning student classification, graduation check off sheets and convenience copies of student loan information. 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.