



Policy Name:	Student Permanent Records					
Section Number:	5.06	Section Title:	Student Affairs			
Policy Owner:	Vice President of Enrollment Services		Last updated:	November 2019	Reviewed:	November 2019
Status:	Active		Due for Review:			

Policy

The Admissions and Records Office shall be responsible for establishing student records. These records shall include applications for admission, high school transcript or HSE scores, and transcripts from other post-secondary institutions. Records will be purged in the following manner:

- Five years after a student leaves the college, applications, high school transcripts, postsecondary transcripts, HSE scores and other admission file information will be destroyed.

The Records Office is responsible for establishing and maintaining permanent records (transcripts), which contain dates of attendance, grades, graduation date, and demographic data. These records remain on permanent file in coordination with the Office of Information Technology.