

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: Student Services

POLICY/PROCEDURE: Records Maintenance

DATE: March 1, 1993

REVISION(s): 12/19/94

NUMBER: 5.60

Initial Records

The Office of Student Services will collect student data during the admissions process. As the student continues in the College, additional information will be added/maintained by Student Services. The Dean of Enrollment Management (and other staff members) must be knowledgeable of and be in compliance with all applicable laws and regulations in reference to student records that are initiated at the student record level. These laws/regulations include the Family Educational Rights and Privacy Act, 1974 (Buckley Amendment) and the Federal Register, 1975 and 1977.

Temporary Student Information

Student Services is to collect and maintain data on demographic information, academic records, and registration data for not less than a period of 5 years past the last date of student attendance and following that time period, maintain secured permanent storage of all academic student records.

Five-year records storage should include, but not be limited to:

1. Admissions/registration data.
2. Previous school records including high school transcripts.
3. Other college transcripts, transfer, advanced standing evaluation, credit by examination documentation.
4. Assessment/testing data and/or referral to developmental education courses.
5. Interview records (if applicable).
6. Health inventory (if applicable).
7. Financial Aid forms, including V.A.
8. Program acceptance/change documentation
9. Drop/Add forms.
10. Academic Probation data.
11. Documents pertaining to grade changes.
12. Student Academic history/grade information.
13. Student disciplinary/academic dismissal information (if applicable).
14. Placement data (if applicable).
15. Other information pertinent to student records.

Student Services is also responsible for making student records available periodically for counseling, advising and/or for auditing purposes, and this information shall be considered confidential.

Permanent Student Records

All permanent student records shall be maintained by the Office of Student Services. This office shall be responsible for the identification of records to be maintained permanently, their security, and occasional retrieval in accordance with College policy.

Permanent records are to be forever maintained in hard copy and/or electronic and/or microform. These records include:

1. Transcript.
2. Final grade roster reports.
3. All documents pertaining to grade changes.

The Transcript includes the following information:

1. Name: last, first, middle initial, maiden
2. Social Security Number
3. Date of Birth
4. Date Entered
5. Program or Programs
6. All credit courses transferred
7. Each credit course attempted at the College and the grade earned in accordance with College policy
8. Cumulative Grade Point Average
9. Degree or Certificate granted and date of graduation

Transcripts

Official transcripts of the College are considered to be copies of the student's permanent record that have been officially endorsed and certified with the College seal. Official transcripts are available to students upon written request. Unofficial transcripts are available upon request. A fee may be charged for these services.

Buckley Amendment

Ouachita Technical College is an educational institution covered by the Family Educational Rights and Privacy Act (MPPM - B-13, C-57), more commonly known as the Buckley Amendment. For more information regarding these rules and regulations see **COPP 4.23**.

AUTHENTICATION (Signature):		COPP
_____	12/19/94	
President	(Date)	5.60