Western Dakota Technical College Exhibit Number: 4006.Exhibit.001

STUDENT RECORDS RETENTION

**I.**      **Exhibit Title** – Student Records Retention Schedule

**II.**      **Exhibit Contact** – VP for Data Strategy and Enrollment Management

**III.**      **Exhibit** – See exhibit on next page

Legal References:

34 CFR § 668.24(e)(1) Federal Work Study Record Retention; 38 CFR § 21.4209(f) Veterans Education and Training Benefits

Board Approved 7/11/19; Committee Reviewed 4/28/2021; Committee Reviewed 6/1/2022

| | Student Records Retention Guidelines (Does not include Financial Aid or Student Accounts) | | |
|---|---|---|---|
| | **Record** | **Retention—Official Copy** | **Medium** |
| | **Admissions-Applicants Who Do Not Enroll (Admissions Office)** | | |
| 1 | Acceptance Letter | 3 years after application term | Hard Copy in Student File |
| 2 | Advanced Placement Results | 3 years after application term | Hard Copy in Student File |
| 3 | Applications | until start of term<br>minimum of until start of term | Hard Copy in Student File<br>Electronic/Jenzabar |
| 4 | Correspondence (ALL) | 3 years after application term<br>minimum of 3 years after application term | Hard Copy in Student File<br>Electronic/Jenzabar |
| 5 | Entrance Exam Results/Scores | 3 years after application term<br>minimum of 3 years after application term | Hard Copy in Student File<br>Electronic/Jenzabar |
| 6 | Immunizations | 3 years after application term | Hard Copy in Student File |
| 7 | Placement Test Results/Scores | 3 years after application term<br>minimum of 3 years after application term | Hard Copy in Student File<br>Electronic/Jenzabar |
| 8 | Recruitment Records | minimum of 3 years after application term | Electronic/Jenzabar |
| 9 | Transcripts (high school and other colleges) | 3 years after application term | Hard Copy in Student File |
| | **Admissions-Applicants Who Enroll** | | |
| 10 | Acceptance Letter | 3 years after graduation or date of last attendance | Hard Copy in Student File |
| 11 | Advanced Placement Results | 3 years after graduation or date of last attendance | Hard Copy in Student File |
| 12 | Applications for admission or readmission | 3 years after graduation or date of last attendance<br>minimum 3 years after graduation or date of last attendance | Hard Copy in Student File<br>Electronic/Jenzabar |
| 13 | Correspondence (ALL) | 3 years after graduation or date of last attendance<br>minimum 3 years after graduation or date of last attendance | Hard Copy in Student File<br>Electronic/Jenzabar |
| 14 | Entrance Exam Results/Scores | 3 years after graduation or date of last attendance<br>minimum 3 years after graduation or date of last attendance | Hard Copy in Student File<br>Electronic/Jenzabar |
| 15 | Immunizations | 3 years after graduation or date of last attendance | Hard Copy in Student File |
| 16 | Placement Test Results/Scores | 3 years after graduation or date of last attendance<br>minimum 3 years after graduation or date of last attendance | Hard Copy in Student File<br>Electronic/Jenzabar |
| 17 | Recruitment Records | minimum 3 years after graduation or date of last attendance | Electronic/Jenzabar |
| 18 | Transcripts (high school and other colleges) | 3 years after graduation or date of last attendance | Hard Copy in Student File |
| | **Registration and Attendance/Academic Progress Records** | | |
| 19 | Academic Action Records (Probation, suspension, et cetera) | 3 years after graduation or date of last attendance<br>minimum 3 years after graduation or date of last attendance | Hard Copy in Student File<br>Electronic/Jenzabar |
| 20 | Academic Dismissal (expulsion) | Permanent | Electronic/Jenzabar |
| 21 | Academic Record (Transcripts) | Permanent | Electronic/Jenzabar (1989-Present); Hard Copy (< 1989) |
| 22 | Advising Notes | Until administrative need is met | Electronic/Jenzabar |
| 23 | Application for Graduation | Until administrative need is met | Hard Copy - List in Registrar Office |
| 24 | Audit Authorization | 3 years after graduation or date of last attendance | Hard Copy in Student File |
| 25 | Change of Course (Add/Drop/Withdrawal) | 3 years after graduation or date of last attendance | Hard Copy in Student File |
| 26 | Class Roster | Permanent | Electronic/Jenzabar |
| 27 | Class Schedules (Students) | Until administrative need is met | Electronic/Jenzabar |
| 28 | Code of Conduct Records | 3 years after graduation or date of last attendance | Electronic/Network Drive |
| 29 | Correspondence (ALL) | 3 years after graduation or date of last attendance | Electronic/Jenzabar; Hard Copy in Student File |
| 30 | Course Challenge Scores | 3 years after graduation or date of last attendance | Hard Copy in Student File |
| 31 | Curriculum Change Authorization (Course Sub) | 3 years after graduation or date of last attendance<br>minimum 3 years after graduation or date of last attendance | Hard Copy in Student File<br>Electronic/Jenzabar |
| 32 | Degree Audit Record | 3 years after graduation or date of last attendance | Hard Copy in Student File |
| 33 | Demographic Information | Permanent | Electronic/Jenzabar |
| 34 | Disciplinary Action Record | 3 years after graduation or date of last attendance | Documents w/Student Success Director |
| 35 | Enrollment Verifications | Until administrative need is met | Hard Copy in Registrar's Office |
| 36 | Federal Work Study Records | 3 years after graduation or date of last attendance | Hard Copy in Student File |
| 37 | FERPA Record | As long as relevant student records are retained | Hard Copy in Student File; Electronic/Jenzabar |
| 38 | Grade-Appeal documents | 3 years after graduation or date of last attendance | Hard Copy in Student File |
| 39 | Grade Change | Permanent | Hard Copy in Student File; Electronic/Jenzabar (FA2012-Present) |
| 40 | Grade Submission Data | Permanent | Electronic/Jenzabar |
| 41 | Graduation List | Permanent | Electronic/Jenzabar |
| 42 | Hold or Encumbrance Authorization (ALL) | Until released | Electronic/Jenzabar |
| 43 | Personal Data Information Forms (i.e. name change, address, phone) | until administrative need is met | Hard Copy in Student File |
| 44 | Transcript | Permanent | Electronic/Jenzabar (1989-Present); Hard Copy |
| 45 | Transcript Request (by student) | until administrative need is met | Registrar's Office |
| 46 | Transfer Credit Evaluation | 3 years after graduation or date of last attendance | Hard Copy in Student File |
| 47 | Veteran Student Records | 3 years after graduation or date of last attendance<br>minimum 3 years after graduation or date of last attendance | Hard Copy in Student File<br>Data stored electronically in VA Once |
| | **Publications/Statistical Data/Institutional Documents** | | |
| 51 | Catalog/Bulletin | Permanent | Hard Copy in Student Record Room |
| 52 | Commencement Program | Permanent | Hard Copy in Student Record Room |
| 53 | Handbooks (Safety & Security, Student) | 3 years after end of academic publication year | Hard Copy in Student Record Room |
| 54 | Master Syllabi | 8 years if superseded or obsolete | Electronic/Network Drive |
| 55 | Schedule of Classes | Permanent | Electronic/Jenzabar |
| | **Student Records Held by Faculty** | | |
| 56 | Grade Book | 5 years after conclusion of class | Archived Files in BlackBoard and MyWDT |
| 57 | Student Exams/Papers Not Returned | 1 month after end of term | Hard Copies in Faculty Files |

*Updated 4/2019*