

Curriculum/Instructional/Student Related Records

Admission Records: Denied/Unregistered Students

Schedule GS5 Item #97

This record series documents students who applied for admission but were denied admission or did not register. Records may include, but are not limited to, correspondence, applications, transcripts, equivalency diploma, residency affidavit, conditional enrollment form, and readmission forms of students who had previously been denied admission. See also "ADMISSION RECORDS: REGISTERED STUDENT."

Retention Period: 5 fiscal years after application submitted.

Admission Records: Registered Students

Schedule GS5 Item #41

This record series consists of correspondence, application, transcripts, equivalency diploma, residency affidavit, conditional enrollment form, and readmission forms of students who have registered for classes. See also "ADMISSION RECORDS: DENIED/UNREGISTERED STUDENTS."

Retention Period: 5 anniversary years after attendance provided applicable audits have been released.

Class Rolls

Schedule GS5 Item #6

This record series consists of rosters of all students enrolled in each class during a particular grading period.

Retention Period: 3 fiscal years provided applicable audits have been released.

Class, Course, Room and Faculty Schedules

Schedule GS5 Item #48

This record series documents class meeting times and days for each course, room assignments, and teaching schedules, including office hours.

Retention Period: Retain until end of semester.

Course and Program Records: Descriptions and Requirements

Schedule GS5 Item #50

This record series documents degree program areas and courses offered in each program area. The series may include, but is not limited to, course descriptions, program requirements and other documentation related to each course and program.

Retention Period: Retain until obsolete, superseded or administrative value is lost.

Course and Program Records: Professor/Department Files

Schedule GS5 Item #34

This record series consists of course and program documentation maintained by individual professors, instructors, or program departments. The series may include, but is not limited to, schedules, course outlines, syllabi, policies, plans, instructional materials, evaluation tools, development materials, and other documentation related to each course and program.

Retention Period: 2 anniversary years after training provided applicable audits have been released.

Discipline Records: Student (Major Offense)

Schedule GS5 Item #53

This record series documents the conduct and results of investigations into major offenses as defined by the university or college, including but not limited to offenses resulting in expulsion. The series may include, but is not limited to, minutes of the discipline committee, student court records, correspondence, investigative reports, notices of hearings, hearing

transcripts, recommendations, expulsion notices, and final action records. Final actions should be posted to the STUDENT EDUCATION RECORDS: PERMANENT ACADEMIC FILE. See also "DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)" and "DISCIPLINE RECORDS: STUDENT (NO VIOLATION FOUND)."

Retention Period: 5 anniversary years after graduation, transfer, withdrawal, or final action, whichever is latest, provided final action posted to student's permanent academic record.

Discipline Records: Student (Minor Offense)

Schedule GS5 Item #54

This record series documents the conduct and results of investigations into minor offenses as defined by the university or college, including but not limited to offenses resulting in suspension. The series may include, but is not limited to, minutes of the discipline committee, student court records, correspondence, investigative reports, notices of hearings, hearing transcripts, recommendations, suspension notices, and final action records. See also "DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)" and "DISCIPLINE RECORDS: STUDENT (NO VIOLATION FOUND)."

Retention Period: 3 anniversary years after final action.

Discipline Records: Student (No Violation Found)

Schedule GS5 Item #98

This record series consists of minutes of the discipline committee, student court, correspondence, and other supporting documents regarding a student found not to have committed an offense. See also "DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)," and "DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)."

Retention Period: 60 days after dismissal of case.

Drop/Add Request Records

Schedule GS5 Item #40

This record series consists of drop/add requests submitted by students for the purposes of dropping and/or adding classes at the beginning of a semester. This is not to be confused with withdrawal records. See also "WITHDRAWAL RECORDS."

Retention Period: 1 semester after posted.

Enrollment Records

Schedule GS5 Item #7

This record series consists of, but is not limited to, reports on cumulative credit hours, equivalency, and enrollment, as submitted to the Division of Community Colleges.

Retention Period: PERMANENT.

Examination Materials: Non-Standardized

Schedule GS5 Item #56

This record series consists of materials necessary to administer non-standardized examinations and tests to facilitate measuring student's performance or level of acquired knowledge. This record series includes those tests administered by the professor/instructor. The series may include, but is not limited to, test questions, answer keys, student examination responses, and test administration instructions. See also "EXAMINATION MATERIALS: STANDARDIZED" and "EXAMINATIONS: GRADUATION/CERTIFICATION."

Retention Period: 1 semester after expiration of appeal process.

Examination Materials: Standardized

Schedule GS5 Item #57

This record series consists of materials necessary to administer standardized examinations and tests to facilitate measuring a student's performance or level of acquired knowledge. This record series also includes those tests

administered by the professor/instructor. See also "EXAMINATION MATERIALS: NON-STANDARDIZED" and "EXAMINATIONS: GRADUATION/CERTIFICATION."

Retention Period: 3 fiscal years provided test scores posted to permanent record and provided applicable audits have been released.

Examinations: Graduation/Certification

Schedule GS5 Item #100

This record series consists of examinations taken by students in classes required for certification or graduation. The series may include, but is not limited to, students' information and examination responses (as recorded on bubble answer sheets, scantron forms or any other format), test questions and answer keys, and test administration instructions. See also "STUDENT CLASS WORK RECORDS."

Retention Period: 1 anniversary year after final class grades posted provided no appeal is pending.

Financial Obligation Clearance Records

Schedule GS5 Item #10

This record series consists of forms that are maintained by the Learning Resource Center and are completed whenever students are cleared of their library fines. After clearance, the forms are sent to the Registrar's Office so that the hold can be lifted from the student's file.

Retention Period: 5 fiscal years after clearance provided applicable audits have been released.

Grade Records: Data Input Forms

Schedule GS5 Item #62

This record series consists of instructor grade reports, grade sheets, and grade changes that are used to create and update the students' transcripts.

Retention Period: 1 semester provided posted to Student Record.

Identification Card Records: Fee Paid

Schedule GS5 Item #66

This record series documents identification cards issued to students, employees, and other authorized individuals, for which a fee is paid. The series may include, but is not limited to, such information as name, photograph, date of birth, height, weight, sex, race, and terms and conditions of card usage. See also "IDENTIFICATION CARD RECORDS: NO FEE PAID."

Retention Period: 5 fiscal years or until card no longer valid, whichever is later, provided applicable audits have been released.

Identification Card Records: No Fee Paid

Schedule GS5 Item #67

This record series documents identification cards issued to students, employees, and other authorized individuals, for which no fee is paid. The series may include, but is not limited to, such information as name, photograph, date of birth, height, weight, sex, race, and terms and conditions of card usage. See also "IDENTIFICATION CARD RECORDS: FEE PAID."

Retention Period: Retain as long as card is valid.

Instructor Evaluations

Schedule GS5 Item #68

This record series consists of evaluations of faculty members completed by their students each term.

Retention Period: 1 semester after submitted.

Placement Reports**Schedule GS5 Item #18**

This record series consists of yearly placement reports of adult career and technical education programs which show percentage of placement of students.

Retention Period: 3 fiscal years provided applicable audits have been released.

Registrations: Student**Schedule GS5 Item #27**

This record series consists of records for registration providing such information as name, validation number, fees, course name, and department.

Retention Period: 5 fiscal years provided applicable audits have been released.

State Student Assessment Records: Test Results/Reports**Schedule GS5 Item #84**

This record series consists of documentation used by student advisors or counselors to assist in advising individual students who have transferred or withdrawn. The series may include, but is not limited to, result of interest inventories; individual aptitude and ability tests; personality inventories; placement tests, for instance: AET, College Entrance Examination Board (CEEB), School and College Abilities Test (SCAT), and BCC; counselors' notes; copies of transcripts; grade reports; personal data sheets; appointment and advisement slips; correspondence; and other documents pertaining to individual students who have transferred or withdrawn from school. See also "STUDENT ADVISEMENT/COUNSELING RECORDS: GRADUATE."

Retention Period: 3 fiscal years provided applicable audits have been released.

Student Advisement/Counseling Records: Graduate**Schedule GS5 Item #86**

This record series consists of documentation used by student advisors or counselors to assist in advising individual students who have graduated. The series may include, but is not limited to, results of interest inventories; individual aptitude and ability tests; personality inventories; placement tests, for instance: AET, College Entrance Examination Board (CEEB), School and College Abilities Test (SCAT), and BCC; counselors' notes; copies of transcripts; grade reports; personal data sheets; appointment and advisement slips; correspondence; and other documents. See also "STUDENT ADVISEMENT/COUNSELING RECORDS: TRANSFER/WITHDRAWAL."

Retention Period: 1 anniversary year after graduation.

Student Advisement/Counseling Records: Transfer/Withdrawal**Schedule GS5 Item #87**

This record series consists of documentation used by student advisors or counselors to assist in advising individual students who have transferred or withdrawn. The series may include, but is not limited to, result of interest inventories; individual aptitude and ability tests; personality inventories; placement tests, for instance: AET, College Entrance Examination Board (CEEB), School and College Abilities Test (SCAT), and BCC; counselors' notes; copies of transcripts; grade reports; personal data sheets; appointment and advisement slips; correspondence; and other documents pertaining to individual students who have transferred or withdrawn from school. See also "STUDENT ADVISEMENT/COUNSELING RECORDS: GRADUATE."

Retention Period: 3 anniversary years after transfer or withdrawal.

Student Appeal Records**Schedule GS5 Item #88**

This record series consists of appeals for grade changes, withdrawal after deadline, refunds, graduation fees, and residency waivers.

Retention Period: 5 fiscal years after final appeal, provided posted to permanent record provided applicable audits have been released.

Student Award Application Records: Fellowships/Honors

Schedule GS5 Item #106

This record series consists of records documenting applications for fellowships or undergraduate research symposium awards. The series may include, but is not limited to, application letters from candidates, letters of recommendation, copies of research proposals or honors papers, and other supporting documentation. Awards are posted to student record where applicable.

Retention Period: 5 fiscal years after awarded.

Student Class Work Records**Schedule GS5 Item #107**

This record series consists of term papers, homework, art work, lab projects, and other class work materials. Class work in the possession of a student is not a public record. This retention applies only to class work in the care of the instructor or other staff member. For examinations taken by students in classes required for certification or graduation, use "EXAMINATIONS: GRADUATION/CERTIFICATION."

Retention Period: Retain until obsolete, superseded, or administrative value is lost.

Student Education Records: Permanent Academic File**Schedule GS5 Item #91**

This record series consists of the official student transcript documenting courses taken, grades received and degrees awarded. The series may also include any other documentation designated by the school as part of the student's permanent academic record, such as final actions relating to major disciplinary actions. See also "STUDENT EDUCATION RECORDS: SUPPORTING DOCUMENTS."

Retention Period: PERMANENT.

Student Education Records: Supporting Documents**Schedule GS5 Item #89**

This record series consists of records relating to the maintenance of the active student record/transcript. The series may include, but is not limited to, correspondence, letters of recommendation, drop/add forms, applications for degree, request for Florida residence affidavit, registration information, applications to change undergraduate classification, change slips, notice of admission, credit by exam notes, transcript verification forms, student petition records, student transcript flag notices, national test scores, and graduation information. See also "ADMISSION RECORDS: REGISTERED STUDENTS" and "STUDENT EDUCATION RECORDS: PERMANENT ACADEMIC FILE."

Retention Period: 5 anniversary years after graduation, transfer or withdrawal provided applicable audits have been released.

Student Records: International Students**Schedule GS5 Item #108**

This record series consists of records required of international students for academic studies. The series includes student visa records, United States Department of Homeland Security Form I-20, Certificate of Eligibility (F-1) Student Status – For Academic and Language Students, and U.S. Department of State Form DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status. Retention based on 22CFR62.10(h), Foreign Relations, Department of State Exchange Visitor Program, which requires retention of exchange visitor program records for a minimum of three years.

Retention Period: 3 anniversary years after graduation, transfer, completion, or withdrawal from program.

Transcript Release Forms**Schedule GS5 Item #95**

This record series consists of transcript release forms completed and signed by the student, or by the parent or guardian, if the student is under the age of 18, providing written consent for release of transcripts. Required for community colleges and institutions of higher learning within the State University System, these forms document the release of transcripts to educational institutions, as well as other entities.

Retention Period: 4 anniversary years after records released or last effective date of authorization, whichever is later.

Verification Records: Attendance/Employment/Enrollment

Schedule GS1-SL Item #243

This record series consists of written responses to requests received for verification of employment at an agency or of enrollment/attendance at an educational institution. The record series may also include logs recording the number of telephone inquiries for such verification and responses that are made verbally over the telephone.

Retention Period: 90 days.

Veterans Records: Educational Assistance**Schedule GS5 Item #94**

This record series consists of files for each veteran and eligible person certified to receive Veterans Administration educational assistance. The series may include, but is not limited to, records of tuition and fees charged, previous education and training, grades and progress, and other related materials. Retention pursuant to Section 38CFR21.4209, Department of Veterans Affairs, Vocational Rehabilitation and Education, Examination of records.

Retention Period: 3 fiscal years provided applicable audits have been released.

Withdrawal Records**Schedule GS5 Item #35**

This record series consists of requests submitted by students to withdraw from a class or classes. See also "DROP/ADD RECORDS."

Retention Period: 5 fiscal years after withdrawal.