

## **VI:02:12 RETENTION AND RELEASE OF CEU STUDENT RECORDS**

### **Purpose**

The purpose of this policy is to provide information regarding the retention and release of CEU student records.

### **General Procedures: Release of Records**

#### **Transcripts**

CEU transcripts are confidential records. The custodian of these records is the Assistant Vice President for Continuing Education and Economic Development. Transcripts are released only upon receiving a written request from the student, including social security number or assigned student ID and signature. Transcripts issued directly to a student are stamped "Student Copy." Every effort is made to provide transcripts to students within two working days.

The release of a student's records to any person, agency, or organization without the consent of the student or authorized by law or by the College is prohibited. However, the College may provide official transcripts to educational institutions or to employers who have paid fees for the student. Requests for personally identifiable information may be released with written consent of the student. The consent should include: specific records that may be disclosed, the purpose of the disclosure, and the identification of the party or class of parties to whom the disclosure may be made.

Official transcripts are marked with an official embossed seal and stamped with "Federal law prohibits the release of information from this document to a third party without the student's written consent."

The CEU transcript includes the following information:

1. Name and address of the institution
2. Name and social security number or assigned student ID number
3. Course number and title of the course
4. The term of completion of the course(s)
5. Number of CEUs awarded – per course and cumulatively
6. CEU grade for each course
7. Definition of a CEU
8. Date of issue of the transcript and initials of the custodian of the record

#### **Directory Information**

Directory information (including the student's name, address, telephone number, and dates of attendance) is public information unless a student submits a written request to the Division of Continuing Education & Economic Development not to release any information. This request is permanent unless revoked by the student.

**General Procedures: Retention of Records**

A written request from a student for a CEU transcript is retained for a period of one year. Other requests should be retained permanently.

Permanent records of a student's participation in CEU courses may be stored electronically after a period of ten years. Electronic transcripts are retained permanently.

Non-credit CEU application/registration forms, temporary and permanent class rolls, grade rolls, drop/add forms, withdrawal forms, and grade changes may be stored electronically after a period of ten years. Grade rolls are retained in electronic format permanently.

The process established by the Office of Records and Registration will be followed for electronic student records.

Continuing Education & Economic Development will comply with Federal and State laws regarding the release and retention of student records.

**TBR Source:** November 15, 1983 SBR Presidents Meeting; Revised July 1, 1984; Revised July 1, 1985; Revised September 1, 1986; Approved May 14, 1991, Presidents Meeting and implemented August 6, 1993 after approval by State Records Commission; May 5, 1998, Presidents Meeting; May 21, 2002 Presidents Meeting; May 16, 2006 Presidents Meeting.

**VSCC Source:** July 16, 1997, President; June 25, 2008, President