



## Policy RO1.01: Academic Records

Oversight	Information
Policy Type	Information Technology
Policy Owners	Registrar
Initial Policy Approval Date	March 3, 2009
Current Revision Approval Date	January 16, 2019
Procedure Effective Date	January 16, 2019

### Policy

American Sentinel University generates and collects academic records to advise students about their admissions status and academic progress and to understand the overall effectiveness of their academic effort. The university is responsible for maintaining the integrity and confidentiality of these documents, assuring their validity and keeping them secure. Accessing, copying, transferring or destroying student academic records must be carried out in strict compliance with applicable federal and state regulations, including the Family Educational Rights and Privacy Act of 1974. The Document Retention policy is designed to ensure that only pertinent and necessary records are kept. The Document Retention policy is designed to ensure that only pertinent and necessary records are kept. All records for applicants who do not enter school are kept for one year. Such records are not covered by FERPA. All academic records for matriculated students, including non-degree-seeking students are kept onsite for a period of at least five years from the last date of attendance. Census records for matriculated students who attended American Sentinel longer than five years ago may be housed offsite at a location deemed to be secure from fire, theft, water damage and other forms of damage or neglect. These records are kept indefinitely.

### Guidelines

- Not Applicable

### Procedure

All documents submitted by prospective students who do not enroll are kept and maintained by the registrar and admission's offices for one year per the document retention policy.

If an applicant becomes a student all relevant academic documents submitted during the application process and during the student's enrollment at the university are stored in the student's paper file or electronic file.

All faculty schedules are retained for a minimum of three years.



A final attendance report for each term will be retained for five years after the completion of that term. After the retention period,

These reports may be discarded.

Academic management records not otherwise described will be retained for five years.

The university keeps required records in hard copy or computer file, optical disc (CD/DVD) or other media formats provided that all record information is retrievable in a coherent hard copy format. Any document containing a signature, seal, certification or any other image or mark to validate its authenticity is maintained in original hard-copy form or in an imaged media format. All imaged media format used to maintain required records can reproduce an accurate, legible and complete copy.

### **Related Documents/References**

- Not Applicable

### **Definitions**

- None

### **Revision History**

- October 31, 2017 – Procedure added to policy document.
- January 30, 2018 – Updated formatting (page numbers) and added References.
- January 16, 2019 – Consolidated and updated with verbiage from RO1.04 Document Retention.
- May 7, 2020: Updated policy format for accessibility guidelines - AHB