1. Purpose
Define the process wherein student records are transferred to the Custodian of Records once a student is no longer active including Student Withdraw or Graduation.

2. Related Policy/Authority
Policy B2090 Record Retention

3. Faculty/Staff Responsibilities
Office of Student Affairs

4. Definitions/Abbreviations

5. Procedural Steps
1.1 Once the Office of Student Affairs receives notice of a student withdraw from the college, the Office of Student Affairs will transfer all pertinent student records to the Custodian of Records. Pertinent records include:

- Immunization Records,
- Department of Health Fingerprinting
- Background Check/Drug Screens
- Medical Student Performance Evaluation
- Academic and Career Counseling Records
- Acknowledgement Forms (Computer Device Agreements, Student Handbook Acknowledgement Form, Honor Code Acknowledgement Form, Physician/Patient Relationship Form)
- Code of Conduct Information
- Student Accommodation Request/Information

1.2 Records transfer
- Physical Records will be hand delivered to the Custodian of Records within 3 business days of the withdraw.

1.3 Other student affairs related records are maintained and retained in accordance with the Record Retention policy.

6. Reports/Charts/Forms/Attachments/Cross References
7. Maintenance
Office of Student Affairs will develop the process and review annually.

8. Signature

<table>
<thead>
<tr>
<th>Signature on File</th>
<th>Date</th>
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<tr>
<td>Vanessa Richardson, MAEd</td>
<td>11/25/19</td>
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9. Distribution List
Internal/External

10. Revision History

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<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
<th>Approval Date</th>
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<td>11/25/19</td>
<td>1.1</td>
<td>Added MSPE, Academic and Career Counseling Records to Section 1.1</td>
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