

## Curriculum, Instructional and Administrative Records: Student

### **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 re-admission forms of students who had previously been denied admission.

**Retention:** 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 re-admission forms of students who have registered for classes.

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

### **Class, Course, Room and Faculty Schedules**

**Schedule GS5 Item 48**

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

**Retention:** Retain until end of semester.

### **Class Files**

**Schedule UF 187 Item 21**

This record series contains records related to the overall performance of each class for comparative study, files by class year. Includes but is not limited to class grade records, class rolls, class statistical reports, and duplicate student records.

**Retention:** 1 year after graduation.

### **Class Rolls**

**Schedule GS5 Item 6**

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

**Retention:** 3 fiscal years.

### **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 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 actions records. Final actions should be posted to the Student Education Records: Permanent Academic File.

**Retention:** 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.

**Retention:** 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 not found to have committed an offense.

**Retention:** 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 purpose 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:** 1 semester after posted.

**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:** 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 test to facilitate measuring student's performance or level of acquired knowledge. This record series also includes those tests administered by the professor/instructor. See "Examination Materials: Non-Standardized" and "Examinations: Graduation/Certification."

**Retention:** 3 fiscal years provided test scores posted to permanent record 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 sheets or any other format), test questions and answer keys, and test administration instructions. See also "Student Class Work Records."

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

**Financial Aid Records****Schedule GS5 Item 60**

This record series documents financial aid awards to enrolled students and may include, but is not limited to, student applications, award computations, acceptance letters, student assignments, and evaluations. See also "Financial Aid Records: Students Never Enrolled," "Scholarship/Grant-In-Aid Records: Athletic" and "Scholarship/Loan Records."

**Retention:** 5 fiscal years after last enrollment.

**Financial Aid Records: Student Never Enrolled****Schedule GS5 Item 102**

These record series documents financial aid awards that were never paid because the students did not enroll or were denied admission. The series may include, but is not limited to, correspondence, applications, award computations, and other related records. See also "Financial Aid Records," "Scholarship/Grant-In-Aid Records: Athletic" and "Scholarship/Loan Records."

**Retention:** 1 fiscal year after financial aid awarded without enrollment or admission denied.

**Grade Records: Data Input Forms****Schedule GS5 Item 62**

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

**Retention:** 1 semester provided posted to Student Record.

**Instructor Evaluations****Schedule GS5 Item 68**

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

**Retention:** 1 semester after submitted.

**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:** 5 fiscal years provided applicable audits have been released.

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

This record series documents results of assessment testing conducted to assess students' mastery of basic skills as required by section 1004.91, Florida Statutes, Career-preparatory instruction. The series may include, but is not limited to, results and reports of such tests as Tests of Adult Basic Education (TABE), Wonderlic Basic Skills Test (WBST), Placement Test or Multiple Assessment Placement Service (MAPS), Postsecondary Education Readiness Test (PERT), College Level Examination Proficiency (CLEP), Florida Teacher Certification Exam (FTC), DANTES Subject Standardized Tests (DSST), Miller's Analogy Test (MAT), Graduate Record Examinations (GRE), Graduate Management Admission Test (GMAT), Test of Essential Academic Skills (TEAS), and Scholastic Aptitude Test (SAT). See also "Examination Materials: Standardized."

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

**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:** 5 fiscal years after final appeal, provided posted to permanent records provided applicable audits have been released.

**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 in classes required for certification or graduation, use "Examinations: Graduation/Certification."

**Retention:** 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: 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, 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 graduate information. See also "Admission Records: Registered Students" And "Student Education Records: Permanent Academic File."

**Retention:** 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 22 CFR 62, 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:** 3 anniversary years after graduation, transfer, completion, or withdrawal from program.

**Student Newspaper****Schedule GS5 Item 30**

This record series consists of newspapers produced and distributed by student organizations officially recognized by the school. NOTE: Stocks of student publications are considered duplicates under this series. These records may have archival value. See also "Student Newspapers: Supporting Documents."

**Retention: Permanent.**

**Student Newspapers: Supporting Documents****Schedule GS5 Item 31**

This record series consists of copies of materials submitted by contributing reporters/students/faculty, layout sheets, and other materials used in production of student newspapers.

**Retention:** 30 days.

**Transcript Release Form****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 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:** 4 anniversary years after records released or last effective date of authorization, whichever is later.

**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:** 5 fiscal years after withdrawal.