



St. John's College Policies and Procedures

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SYSTEM: HSHS	MANUAL(S): HSHS St. John's College Policies
TITLE: Student Records Retention Schedule	ORIGINATING DEPARTMENT: St. John's College
EFFECTIVE DATE: 08/01/2025	REVISION DATE(S):
SUPERCEDES: Local ministry handbooks/catalogs/policies adopted prior to the effective date of this policy.	

Purpose:

This policy establishes consistent and compliant practices for a Student Records Retention Schedule at St. John's College of Nursing. This policy ensures alignment with regulatory, accreditation, legal, and institutional requirements and delineates responsibility for maintaining specific types of academic, administrative, and student records.

Policy:

I. Policy Statement:

- a) St. John's College of Nursing will retain institutional records in accordance with applicable federal and state regulations, accreditation requirements, and HSHS Human Resources policies.
- b) Records shall be securely maintained for specified time periods and appropriately destroyed when retention periods expire
- c) Student Record Types:
 - i) Admission Records- Non-Enrolled
 - ii) Admission Records- Enrolled
 - iii) General Student Academic Records
 - iv) Family Educational Rights and Privacy Act (FERPA) Compliance Records
 - v) Publications, Statistical Data, and Institutional Reports
 - vi) Federal Disclosure Records

II. Retention Details by Student Record Type

Admission Records: Non-Enrolled

- Definition: Admissions file for applicants who do not subsequently enroll, or for students who request to defer enrollment or delay admission.
- Examples: applications, admission letters, departmental notes on applicants, letters of recommendation, lists of admissions committee members, medical records, placement test records/scores, samples of work, and transcripts.
- Record Type: All admissions records for students who do not enroll.
- Retention Period: One (1) year after application period has ended.



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Admission Records: Enrolled

- Definition: Admissions file for applicants who subsequently enroll and are considered enrolled students.
- Examples: applications, admission letters, departmental notes on applicants, letters of recommendation, lists of admissions committee members, medical records, placement test records/scores, samples of work, and transcripts.
- Record Type: Letters of Recommendation
- Retention Period: Until Admitted
- Record Type: All other admissions records for enrolled students
- Retention Period: Five (5) years after graduation or non-attendance

General Student Academic Records

- Definition: Academic and administrative documents that are used to support enrolled students and track student progress, or lack thereof, towards completion of a course, a program, or a degree. Also called "Academic Records."
- Examples: academic advising records, academic dismissal, expulsion, or disciplinary records, class schedules, degree audits, enrollment changes, graduation lists, hold authorizations, name changes, and transfer credit evaluations.
- Record Types: Academic Advising, Leave of Absence, and/or Student Correspondence (related to academic records, inquiries), Personal Data Forms (demographics, change of address), Student Class Schedules
- Retention Period: Two (2) years after graduation or non-attendance
- Record Types: Academic Warning, Suspension, Disciplinary Action, Student Grievance, Petitions, Degree Application, Degree Audits, Returned Diplomas, Course/Program Waivers, Name Change Authorizations, Grade Change Forms, Incomplete Course Form, Transfer Credit Evaluations, Tuition and Fee Charges, Withdrawal Request Form
- Retention Period: Five (5) years after graduation or non-attendance
- Record Types: Academic Dismissal, Violation of Academic Integrity, Misc. Academic Records (Ex: competency assessments), Transcripts, Thesis/Dissertation, Graduation Lists, Final Grade Submission Data/Form, Course Rosters
- Retention Period: Permanent
- Record Types: Enrollment Verifications, Transcript Requests, Hold/Encumbrance Authorization, Registration Forms/Worksheets
- Retention Period: One (1) year after submission/release
- Record Types: VA Certification Records (VA Benefits)
- Retention Period: Three (3) years after graduation



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FERPA Compliance Records

- Definition: Documents related to a student's ability to consent to disclosure of their records and the right under FERPA to request amendment of their academic records.
- Examples: requests for formal hearings, request for nondisclosure of directory information, waivers for rights of access, and written consent for records disclosure.
- Record Types: All FERPA Compliance related Records
- Retention Period: Permanent

Publications, Statistical Data and Institutional Reports

- Definition: Reports and statistics compiled by the college, often per legislation or other mandatory requirements.
- Examples: Catalogs, Commencement Programs, Degree Statistics, Enrollment Statistics, Student Demographics, Course Schedules, Academic Calendars.
- Record Types: All Publication and Institutional Reporting related Records
- Retention Period: Permanent

Federal Disclosure Records

- Definition: Statutory requirements per Federal Legislation, especially those related to or required by the Higher Education Opportunity Act.
- Crime Statistics/Security Reports – Clery Act
- Graduation/Completion Data – Student Right-to-Know legislation
- Institutional Information (Cost of Attendance, Accreditation, Disability Services, Current Academic Programs)
- College Costs, Accreditation, Textbook Information, Transfer Credit Policy – Higher Education Opportunity Act
- Retention Period: Three (3) years from date of required disclosure or end of award year