

## Student

### Student Data

Enrollment	Retention Method	Retention Period	Laws Requiring Retention
See Admissions			
Student Experience	Retention Method	Retention Period	Laws Requiring Retention
Status changes	Electronic record retained in Class/CampusVue <sup>2</sup> Hard copy at each Campus location in locked storage.	Hard- copy retained for 5 years after Graduation, electronic Indefinitely	<ul style="list-style-type: none"> <li>◆ Community Colleges Chancellor</li> <li>◆ FERPA Family Educational rights and Privacy Act</li> <li>◆ CoARC Committee on Accreditation for Respiratory Care</li> <li>◆ ARCST Accrediting Review Council on Education in Surgical Technology and Surgical Assisting</li> <li>◆ CDA California Dental Association</li> <li>◆ Hospitals used for externship</li> <li>◆ Veterans Administration</li> <li>◆ SJVC Policy San Joaquin Valley College, Western Association for Schools and Colleges</li> </ul>
Academic Records			
Campus Security Report	Business-need-to-know access only		
Schedules			
Name changes			
Academic Warning			

Program requirements		Hard- copy retained for 5 years after Graduation, electronic Indefinitely	<ul style="list-style-type: none"> <li>◆ Community Colleges Chancellor</li> <li>◆ FERPA Family Educational rights and Privacy Act</li> <li>◆ CoARC Committee on Accreditation for Respiratory Care</li> <li>◆ ARCST Accrediting Review Council on Education in Surgical Technology and Surgical Assisting</li> <li>◆ CDA California Dental Association</li> <li>◆ Hospitals used for externship</li> <li>◆ Veterans Administration</li> <li>◆ SJVC Policy San Joaquin Valley College, Western Association for Schools and Colleges</li> </ul>
Clinical Documents			
Advising reports			
Extern Documents			
Placement Documents			
Disciplinary action			
Complaints, Appeals and Resolutions			
Interactive Process; disability accommodations			
Supporting medical documentation			
Licensure/Certification Exam Results			
Licensures/Certifications			
Copy of certificate of completion and/or degree			

Attendance and Grades	Retention Method	Retention Period	Laws Requiring Retention
Attendance and Grade Rosters		Indefinitely	◆ Community Colleges Chancellor ◆ FERPA Family Educational rights and Privacy Act ◆ CoARC Committee on Accreditation for Respiratory Care ◆ ARCST Accrediting Review Council on Education in Surgical Technology and Surgical Assisting ◆ Veterans Administration ◆ SJVC Policy San Joaquin Valley College, Western Association for Schools and Colleges
CLASS / CampusVue Attendance and Grades data		Indefinitely	
Transcripts		Permanently	
Instructor Attendance and Grade Books		Indefinitely	
Academic Field Trip Documentation		2 years	SJVC Policy

<sup>2</sup> Changed from CLASS to CampusVue as follows 1) Modesto /Cordova 11/15/06 2) Fresno / Aviation / Online 03/09/06 3) Visalia / Hanford 04/10/06 Bakersfield / Cucamonga 05/10/06