

**Manhattan Area Technical College  
Institutional Policy and Procedure Manual**

**Policy No. 5.5.1**

<b>Title: Student Records Policy</b>	
Originated by: <b>Vice President for Student Service</b>	
Signature	Date
Approved:	
Signature	Date
Reviewed: July 13, 2011	Revised: July 21, 2011

**Policy Statement:** Manhattan Area Technical College will maintain accurate and up-to-date student records including, but not limited to, personal, academic, and financial data, for all students who apply to the College.

**Rationale:** Institutions of higher education must keep an on-going account of their students' progress toward completion of their academic goals as well as financial aid and other data mandated by federal or state regulations. Maintaining accurate and current student records will enable the College to effectively serve its students.

**Procedure:**

1. An individual applicant file folder will be generated upon receipt of a paid MATC student program application.
2. Once an applicant enrolls in a program, the applicant file folder becomes the student's cumulative file folder. From that point, all of the student-related information i.e., credential file, non-MATC transcripts, etc., with the exception of financial aid records will be housed in the student's cumulative file folder.
3. Cumulative folders for former students will be maintained in a fire proof, locked file cabinet in the front office as an active file or a current student. Once an applicant is no longer active or a student is no longer attending MATC, the cumulative folder will be housed in the student records storage area and retained intact for a period of five (5) years. At the end of the five-year period, the cumulative file folder will be sent for shredding.
4. Former MATC student transcripts will be maintained indefinitely either in hard copy or electronic file.
5. Copies of monthly back-up tapes of student records electronically maintained in the Jenzabar EX software, as well as copies of CDs and microfilm containing former student transcripts, will be housed in the MATC safe deposit box.