

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

Policy No. 5.5.2

Title: Retention of Former Student and Employer Follow-up Reports	
Originated by: Vice President for Student Services	
Signature	Date
Approved:	
Signature	Date
Reviewed: July 13, 2011	Revised: July 21, 2011

Policy Statement: Student and employer follow-ups are to be initiated six months following a student's attainment of his/her educational goal or completion of 50 % of the student's program length. Follow-up reports will be retained as outlined in the procedure below.

Rationale: This policy will meet the need for acquisition of data relative to student goal attainment and student satisfaction as mandated by Carl Perkins legislation, designated in the Core Indicators of Performance, IPEDS, and other state and federal reports.

Procedure:

1. Student/employer follow-up reporting will be initiated (under the direction of the Vice President of Student Services) six months following completion of a program of studies for all students who have attained their stated educational goal or who have completed a minimum of 50 percent of the program length.
2. All data will be entered into the KSPSD reporting system as it is received and forwarded to the Kansas Board of Regents no later than January 31 each year (or as required by KBOR stipulation).
3. All hard copies of graduate/former student and employer feedback will be housed in the student records central repository and retained for a period of 5 years following the year for which the information is collected.
4. At the end of the five-year-period, the hard copies will be shredded in accordance with MATC Policy.