HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 8.6.10.1
Related Policy: 8.6.10
Title: Academic Records Management and Security
Responsibility: Registrar

Original Approval Date: 02-26-1997
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                        President

I. General

Academic records management is the responsibility of the Registrar to provide services to the College and community. Constant evaluation of these services is mandated, not only for the historical importance of records but also for the preservation and control of these records. In accordance with S. C. Code of Laws Section 30-1-70: Protection and restoration of records, the procedure for managing and securing academic records is outlined below.

All original student records are scanned and indexed to the appropriate student's record in the student information system (Banner). Once the original records are scanned and indexed, the paper copies of the records are shredded. All original, hard copy records for students who enrolled at the College prior to scanning and indexing are maintained in the fireproof vault on the Conway Campus. If students who were previously enrolled at the College have a hard copy file in the fireproof vault and reapplies for admission, their file is removed from the vault. The contents of the file are then scanned and indexed in the student information system (Banner) and the paper copies of the records are shredded.

II. Access

Control and security of academic records are a vital part of the management of records; only College officials with legitimate educational interest have access to student records.

Student Affairs employees, Financial Aid employees, Student Accounts employees, administrators, Faculty members and Technology Solutions employees have access to academic records, within specific user roles as defined by permission levels assigned in the student information system (Banner). As part of the hiring process, all employees sign a confidentiality agreement.

The following constitutes a permanent academic record of a student enrolled at Horry-Georgetown Technical College (HGTC):

A. Admissions Application: An Admissions Application must be completed and signed by the applicant. Admissions staff must document the type of acceptance, date of acceptance, and enter the admissions decision into the student information system (Banner)

B. Acceptance Documentation: Admissions staff must document the date and type of all correspondence generated to the accepted student in the student information system (Banner).

C. Placement Test Scores/Multiple Measures for Course Placement: All curriculum students may provide either 1) scores from either the Accuplacer, Companion, COMPASS, Asset, ACT or SAT or 2) final high school transcript demonstrating eligibility for course placement using Multiple Measures criteria.

D. Official Transcripts: Official transcripts must be included in the academic record if the student graduated from high school and/or attended another college. Students can complete a transcript waiver form in place of college transcripts only.

E. Courses Attempted and Grades Earned: All coursework attempted, and grades earned at the College are recorded in the student information system (Banner).

F. Exemption/Experiential Credit & Proficiency By Examination Forms: This form serves as documentation when a student exempts a course(s) according to College policy (Examples include College Level Program Exemption Credit, Experiential Exemption Credit, and Credit by Proficiency Examination).

G. Transcript Requests: Authorization to release a student's transcript and the date of the release of the transcript is recorded in the student information system (Banner).

H. Transfer of Credit Evaluation: All transfer credit awarded is recorded in the student information system (Banner).

I. Course Substitution Form: All course substitution requests are submitted in the degree audit system (DegreeWorks) and stored.

J. Change of Major Form: This form documents a student's request to change from one major to another. Registrar Office staff members enter the change of major into the student information system (Banner).

K. Graduation Application: The Associate, diploma, or certificate degree awarded to a student and the date that the degree, certificate, or diploma was awarded is recorded in the student information system (Banner).

III. Microfilm Records

Academic records from the time period of 1966 through May 1999 are stored on microfilm and have also been uploaded to the document imaging system. Items included in the microfilm records and stored in the document imaging system are:

A. Internal Transcript

B. Evaluation of Transfer Credits

C. Exemption of Credit Documentation

D. Graduation Documentation/Grade Sheet and Degree Requirements

E. Any other document concerning grades or graduation

F. Any documentation indicating that a hold has been placed on the student's record

All other documents previously included in a student's file were destroyed according to standards set forth by the South Carolina Department of Archives and History. Once microfilmed and verified, paper records were destroyed.

IV. Security

It is the responsibility of every individual, whether administrator or staff, who handles student records, to provide maximum security of these records, although the Registrar is the person ultimately responsible for providing the methodology for this. The following practices are recommended to provide effective security of student records:

A. When employees leave their work areas, they should lock office doors, desks and computer workstations.

B. All filing cabinets or desks used to store student records should be locked at the end of the workday.

C. It is the Registrar's Office's responsibility to lock the records vault at the close of business daily.

D. Recognizing the importance of College work-study students, special attention should be given for security purposes as to the type of work when using students to process records. Supervisors of work-study students are responsible for ensuring that these employees maintain confidentiality of student records. As part of the hiring process, work-study students sign confidentiality agreements.

V. Data Backup, Retention and Recovery of Files

In the event of a loss of data files, the Office of Technology Solutions is responsible for backup and recovering lost data. It is the responsibility of the Office of Technology Solutions to provide alternate means of continuing normal business until the hardware can be replaced.

The Office of Technology Solutions performs daily and incremental backups of all HGTC critical data using an on-premise backup appliance and the Cloud as part of the HGTC comprehensive process in accordance with S.C. Code of Laws, Section 30-1-70, Protection and Restoration of Records. It is accessible to key Technology Solutions personnel.