



Refer to Section {G}
{Student Affairs & Financial Aid}Unit
Procedure for {G 7 – Students Records}

1. **Permanent Records:** Records of a permanent nature shall be maintained in perpetuity by the college registrar. These records include, but are not limited to: the student's academic transcript while at Midway College, copies of previous academic work at the secondary level and, if applicable, the collegiate level; the student's application form and letter of acceptance into Midway College; and the results of any state or national exams used for entry or placement (ACT, CLEP, SAT, and/or AP). Other materials maintained permanently include academic petition forms, waivers from physicians, letters of academic standing (for example, honors, probation and/or suspension), and any other information of a specific, academic nature such as forms from the Veterans Administration or requests for transcripts. Letters of non-academic discipline cases involving suspension or expulsion will also be included as permanent records.
2. **Non-Permanent Records:** A. In general, records defined as non-permanent, include but are not limited to: the student's original class registration/schedule card; drop/add forms; application for a degree; documentation relative to aptitude/intelligence tests; letters of reference/recommendation; internship approvals; and, other documents which, because of their nature, cease to have relevance with time. These records are maintained for a period of not less than seven years (84 months).
3. The records of any conviction of academic dishonesty will be placed in the student's file. When the student graduates, records regarding convictions that were placed in the student's file will be destroyed. If a student does not graduate, the records regarding academic dishonesty will be kept as sealed records in the student's file. If the infraction is serious or constitutes a second offense, a notation will be placed on the student's transcript. In such a case the records of the conviction(s) of academic dishonesty will be kept as sealed records in the student's file. A student may petition to the dean of the college to review the records for the purpose of destroying the records and voiding the notation on her transcript after two years of occurrence of the incident.
4. **Records Maintenance and Disposal of Records:** All records are housed in the office of the college registrar with a separate, back-up copy of the student's official transcript maintained in a fire proof vault in a nearby campus building.
5. Non-permanent records shall be destroyed by shredding or burning to prevent the possibility of personally identifiable information becoming available to unauthorized individuals.