

Conception Seminary College

Custody and Retention of Official Student Records

I. Retention and Classification of Student Records

- 1) Conception Seminary College classifies official student records as Permanent, Long-Term, and Temporary.
 - a) PERMANENT student records are retained for an indefinite period. The sole PERMANENT records are the individual student transcript and a dated record of all transcript releases, which include the transcript recipients. The Transcript consists of the following information:
 - i) The full name of the student
 - ii) The student identification number
 - iii) The student's social security number
 - iv) The date of the student's birth
 - v) The name of the diocese or religious community (if available) which sponsors the student's seminary studies
 - vi) The student's matriculation date at Conception Seminary College
 - vii) A complete record of the titles of all courses attempted and completed together with the semester hours of credit (if any) and the grade earned in each such course at Conception Seminary College
 - viii) Documentation of college credit earned at other institutions and their locations
 - ix) A notation of the student's grade point average and of the total credits earned as of the completion of each semester of enrollment
 - x) A notation as to the date(s) of withdrawal(s) and the date(s) of readmission(s)
 - xi) A notation of all honors received, and of all degrees and/or certificates awarded and of the name of the major field of study and/or specialization in which each degree and/or certificate was awarded
 - xii) FERPA statement – the Federal Privacy Act of 1974
 - b) LONG-TERM student records are retained for a period of TEN YEARS after the student concludes enrollment in the college. The following documents are considered LONG-TERM records:
 - i) Completed and signed application forms
 - ii) Letters of acceptance and/or readmission
 - iii) Letters of sponsorship
 - iv) Sacramental certificates
 - v) Academic testing reports, including a copy of the ACT report
 - vi) Transcripts of previous studies
 - vii) Release form signed and dated by the student authorizing release to his sponsor of academic grade reports and transcripts, financial aid information, Annual Evaluation reports, and periodic progress reports from the Rector or his delegate

- viii) Annual Evaluation reports
- ix) Summer reports from priests and work supervisors
- x) Reports and answer sheets for academic achievement testing or learning or other educational disability
- xi) Letters and notices informing the student of academic probation(s), suspension(s), and/or dismissal together with such supporting documentation as the Rector or Academic Dean shall specify
- xii) Letters of recommendation to other seminaries and religious communities/orders
- xiii) FAFSA forms
- xiv) Copies of student loan applications
- xv) Work-study tax and employment forms

c) All other official student records are considered TEMPORARY and are destroyed at the end of the first year following the conclusion of the student's enrollment in the college. No department, officer, or member of the faculty or staff of Conception Seminary College is authorized to retain student records in personal or departmental files except as provided for by school policies. This provision is not to be interpreted as prohibiting:

- i) The staff psychologists, psychiatrists or counselors of the Department of Counseling Services from retaining those professional records of work done with students of Conception Seminary College which the accepted ethical standards of their profession allow them to retain;
- ii) The professors and instructors of Conception Seminary College from retaining such records of enrollments in courses they have taught, of grades assigned to students for work in those courses, or copies of assignments as are allowed according to accepted professional practices;
- iii) The Director of Financial Aid from retaining financial aid records for students formerly enrolled in Conception Seminary College for such a period of time as may be necessary to fulfill the requirements of Federal or state statutes and regulations;
- iv) The Treasurer from retaining records of the discharge of a formerly enrolled student's financial responsibilities to Conception Seminary College or Conception Abbey, Inc., for whatever length of time such records may be needed in order for the Office of the Treasurer to fulfill its proper responsibilities, the scope and nature of these responsibilities being determined by the Treasurer in light of accepted professional standards.

2) Such records as may be retained by members of the teaching faculty or members of the staff of the Counseling Services Department (according to provisions above) are not official records of the school.

II. Custody of Student Records

- 1) The authorized custodians of PERMANENT student records are the Registrar, the Academic Dean, and the Rector.
- 2) The authorized custodians of LONG-TERM student records are: the Dean of Students, the Academic Dean, the Registrar, and the Director of Financial Aid. At the conclusion of a student's enrollment at Conception Seminary College, LONG-TERM records are deposited with the following officers:
 - a) The Registrar keeps custody of:
 - i) Completed and signed application forms
 - ii) Letters of acceptance and/or readmission
 - iii) Letters of sponsorship
 - iv) Sacramental certificates
 - v) Academic testing reports, including a copy of the ACT report
 - vi) Transcripts of previous studies
 - vii) Release form signed and dated by the student authorizing release to his sponsor of academic grade reports and transcripts, financial aid information, Annual Evaluation reports, and periodic progress reports from the Rector or his delegate
 - viii) Notices informing the student of academic probation(s), suspension(s), and/or dismissal on account of academic performance together with such supporting documentation as the Rector or Academic Dean shall specify
 - b) The Dean of Students keeps custody of:
 - i) Completed and signed application forms (copies)
 - ii) Letters of acceptance and/or readmission (copies)
 - iii) Annual Evaluation reports (copies)
 - iv) Letters of recommendation to other seminaries and religious communities/orders (copies)
 - v) Notices informing the student of academic probation(s), suspension(s), and/or dismissal together with such supporting documentation as the Rector or Academic Dean shall specify (copies)
 - vi) Summer reports from priests and work supervisors
 - c) The Academic Dean or his delegate keeps custody of:
 - i) Recommendations concerning probation or suspensions
 - ii) Reports and answer sheets for academic achievement testing or learning or other educational disability
 - d) The Director of Financial Aid keeps custody of:
 - i) FAFSA forms
 - ii) Copies of student loan applications
 - iii) Work-study tax and employment forms

- 3) The following officials are the authorized custodians of the TEMPORARY student records listed below. However, they are so authorized only during the period during which the student is enrolled in Conception Seminary College. These records are to be destroyed within one year after the student's enrollment ends.
 - a) The Director of Financial Aid collects and keeps custody of:
 - i) Veteran's Administration enrollment certification forms
 - ii) ISIR reports (for a period of 3 years after the student leaves CSC)
 - iii) Financial aid transcripts from schools previously attended
 - iv) Work-Study program time sheets
 - b) The Dean of Students collects and keeps custody, either personally or through his delegate, of:
 - i) Autobiography
 - ii) Application healthcare forms
 - iii) Letters of reference, including Pastor's recommendations/reports, bearing upon the students readiness for or participation in the seminary's formation programs
 - iv) Social histories, work histories or other similar documents
 - c) The Academic Dean, or his delegate, collects and keeps custody of:
 - i) Recommendations concerning probation or suspensions
 - ii) Reports and answer sheets for academic achievement testing or learning or other educational disability
 - d) The Director of Counseling Services collects and keeps custody of:
 - i) Testing and interview data requisite for the preparation of the psychological report on each entering student
 - ii) Testing and interview or treatment records for each student required to make use of the services of his department by officials of the school
- 3) Prior to acceptance, the custody of those documents required of a student as part of the application process is the responsibility of the Director of Admissions. After an application is accepted, the Director of Admissions is responsible for distributing them to their authorized custodians.
- 4) The Registrar shall retain for one year all letters requesting the release of any student record to any party or organization outside the institution and not explicitly covered in the standard release form signed at the time of registration. This provision does not apply when the requests are for directory information that is available to the public. (e.g., that the person was enrolled, the dates of enrollment).