



<b>Document Name:</b>	<b>Records Retention Policy</b>
<b>Publications:</b>	<b>University Catalog, Website</b>

## RECORDS RETENTION POLICY

Lincoln University's student records, transcripts, and other official documents are maintained according to applicable laws so as to be private, accurate, complete and permanent. The student records are organized alphabetically and include documents such as (a) transcript, (b) I-20, (c) acceptance letter, (d) application form, (e) bank reference, (f) copy of identification document, (g) copy of visa, (h) copy of I-94, (i) registration form, (j) reference letter and other documentation of pertinence, (k) notation, (l) referral, and (m) early warning form. Records pertaining to students are safeguarded and their confidentiality is maintained. Significant records, including student grade records and admissions data, are backed up electronically and are maintained by the Admissions and Records Office in a vault with a fire-retardant environment. Only authorized personnel are permitted to have access to these files. All materials used for determination of admission as well as for academic progress through educational programs, including a complete academic transcript that proves the student's course and program completion, are maintained.

The student online database contains records of student biographical data, all University transcripts and grade records, and all course-related records. That data can be aggregated and presented by course, in the semester view, and by individual student records. The database is safeguarded with automatic backups, and an offsite version is maintained for fire safety.

### CUSTODIAN OF RECORDS

**Name:** Peggy Au  
**Physical Address:** Lincoln University, 401 15th Street Oakland, CA 94612  
**Telephone Number:** (510) 628-8038

### STUDENT EDUCATIONAL RECORDS

Lincoln University maintains the following student files as educational records: 1) academic records and 2) non-academic records. Students who are accepted and matriculated will have permanent, confidential student records.

The student **academic records** include information about student performance and progression through the curriculum. This information may include explanatory data about the student's performance or about factors influencing that performance.

- Course grades
- All School evaluation results
- Cumulate grade point average (CGPA)
- Transcripts and copy of diploma/s
- Dissertations
- Leave of Absence information
- Withdrawal information
- Dismissal information
- Date of graduation
- Degrees earned

The student **non-academic records** include the documents pertaining to students' demographic



information and the students' disciplinary records. Examples of collected data will include:

- Student name
- Date of birth
- Contact information including current address, phone number, and email
- Gender identification as provided by student
- Birthplace
- Ethnicity (if provided by student)
- Hometown
- Prior work history
- Volunteer activities
- Proof of English proficiency or related tests
- Admissions interview data
- Letters of recommendation
- Enrollment agreement
- Proof of health insurance
- Records pertaining to unprofessional conduct, any unacceptable behavior or performance that require disciplinary actions, and student complaints will also be kept in the student nonacademic file.

The student educational records will be maintained in the electronic student information system in the Registrar's Office. Hard copies of the student educational records will be placed in fire resistant cabinets in a secure area of the Records Office that has been constructed to be in compliance with the requirements of the accrediting commissions applicable.

#### STUDENT FINANCIAL RECORDS

Student federal financial aid program records are maintained as provided by federal law within the financial aid office. Data are used in the manner prescribed by federal, state, and local laws and will follow strict school policies regarding privacy and data handling. Specifically, the student financial records are organized and maintained in a separate module of the electronic student information system, where only the staff of the financial aid office will have access to the data. Hard copies of financial records are assembled by the Financial Aid Office and maintained by the Records Office, as the student's educational records and financial aid records are contained in the same student file folder. maintained by are kept in the fire-resistant cabinets in a secure area of the financial aid office. The records kept relative to financial aid activities are: (a) Free Application for Financial Student Aid (FAFSA), (b) Master Promissory Notes, (c) Statement of Student Financial Aid Disbursement and Notification of Award, (d) Copies of statement of dependency declaration, (e) Copies of statement of IRS Income Verification. (f) Copies of Lender's Issued and Returned Checks, (g) Accounting Student Receipts, (h) Registration Form, (i) Entrance Interview Counseling Survey and Report, (j) Memorandum of Refund, and (k) Correspondence / e-mail communication.

#### STUDENT RECORD RETENTION

Lincoln University's timeline for retaining student records is as follows:

1. Lincoln University maintains student records permanently.
2. Graduate transcripts and copies of diplomas are retained permanently.

The student records are stored in fire resistant cabinets in a facility within a secure area as hard copies. Digital records are secured in the electronic student information system in the Records Office and Financial Aid Office.