

1 Higher Education Coordinating Board

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3 Adopted Permanent Rules Relating to Requirements for
4 Registration

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6 Rules as Adopted

7 4840.0400 REQUIREMENTS FOR REGISTRATION.

8 Subpart 1. Fees.

9 A. The fees for initial registration and for annual
10 renewal are as authorized by ~~law, recommended by the board, and~~
11 ~~approved by the commissioner of finance according to~~ Minnesota
12 Statutes, section ~~16A.128~~ 136A.69. The fees are not refundable.

13 B. A school shall reimburse the board for reasonable
14 costs associated with a site evaluation visit outside Minnesota
15 if the visit is necessary under subpart 3 and Minnesota
16 Statutes, section 136A.64, subdivision 1.

17 Subp. 2. Plan to preserve permanent records. Each school
18 shall maintain permanent records for all students enrolled at
19 any time. Records include school transcripts, documents, and
20 files containing student data relating to academic credits
21 earned, courses completed, grades awarded, degrees awarded, and
22 periods of attendance.

23 A. To preserve permanent records, a school shall
24 submit a plan which meets all of the following:

25 (1) at least one copy of the records held in a
26 secure depository;

27 (2) an appropriate official designated to provide
28 a student with official copies of records or official
29 transcripts upon request;

30 (3) a method, acceptable to the board, of
31 complying with subitems (1) and (2) for at least 50 years ~~if~~
32 from the day the school ceases to exist; and

33 (4) if the school has no binding agreement for
34 preserving and providing official copies of student records
35 under this item, a continuous surety bond in an amount not to

1 exceed \$20,000.

2 B. When a school decides to cease postsecondary
3 education operations, it must inform the board of the following:

4 (1) the planned date for termination of
5 postsecondary education operations;

6 (2) the planned date for the transfer of the
7 student records;

8 (3) confirmation of the name and address of the
9 organization to receive and hold the student records; and

10 (4) the official at the organization receiving
11 the student records who is designated to provide official copies
12 of records or transcripts upon request.

13 [For text of subps 3 to 7, see M.R. 1989]