

**CHAPTER 4840**  
**HIGHER EDUCATION COORDINATING BOARD**  
**REGISTRATION AND NAME APPROVAL**

4840 0400 REQUIREMENTS FOR  
 REGISTRATION

**4840.0400 REQUIREMENTS FOR REGISTRATION.**

**Subpart 1. Fees.**

A. The fees for initial registration and for annual renewal are as authorized by Minnesota Statutes, section 136A.69. The fees are not refundable.

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

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

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

- (1) at least one copy of the records held in a secure depository;
- (2) an appropriate official designated to provide a student with official copies of records or official transcripts upon request;
- (3) a method, acceptable to the board, of complying with subitems (1) and (2) for at least 50 years from the day the school ceases to exist; and
- (4) if the school has no binding agreement for preserving and providing official copies of student records under this item, a continuous surety bond in an amount not to exceed \$20,000.

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

- (1) the planned date for termination of postsecondary education operations;
- (2) the planned date for the transfer of the student records;
- (3) confirmation of the name and address of the organization to receive and hold the student records; and
- (4) the official at the organization receiving the student records who is designated to provide official copies of records or transcripts upon request.

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

**Statutory Authority:** *MS s 136A.111; 136A.70*

**History:** *14 SR 1968*