



CHAPTER 3  Student Policies	SECTION NO.  3.22
REFERENCE  3.22.01      Access to Student Records	Adopted: October 12, 2010 Reviewed: October 12, 2010 Revised:

It is the policy of the College to compile and maintain records of each student's admission, registration and ongoing academic progress for the duration of the student's enrollment at the College. It is also the policy of the College to maintain an individual permanent record of each student's enrollment, earned credits and grades awarded (transcript) beyond the period of the student's enrollment at the College.

These records, individual student files and transcripts are compiled and maintained through the Office of the Vice President of Student Services by the Director of Admissions, Registration and Records. It is the policy of these offices and that of the College that any student may request and receive timely access to his/her student records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and its amendments.

Other persons having access to the student records in accordance with (FERPA) are the College's administrators, faculty, staff and Board Trustees who demonstrate a legitimate educational interest.