



TITLE: STUDENT RECORDS AND TRANSCRIPTS

POLICY NO: 1-26

EFFECTIVE DATE: 10/01/90

VCCS POLICY NO: [6.2.5](#), [6.2.6](#), [6.2.7](#)

REVISED DATE: 11/18/08

I. Purpose:

To describe college policy with regard to maintenance and confidentiality of student transcripts and student records.

II. Definitions:

Directory information: student data which would not generally be considered harmful or an invasion of privacy if disclosed. Directory information shall be defined as the student's:

- name
- major field of study
- dates of attendance
- degrees, honors, and awards received
- mailing address
- telephone listing
- term and course load

Education record: data that contains information that is directly related to a student and is maintained by an educational agency or institution.

FERPA shade: functionality within the Student Information System which is placed on the student record if the student does not want directory information released.

III. Policy:

A. Transcripts

The official transcript shall be the student's permanent academic record and shall carry the official college seal. The transcript shall be the official record sent to other educational institutions and agencies.

Students have the ability to access unofficial transcripts on the Student Information System or may be printed and provided to students upon request. Requests for official transcripts must be made in writing to the college's Admissions and Records office or by request through the Student Information System. Students with financial obligations to the college will not be issued transcripts, certificates, diplomas, or degrees until all of the individual's accounts that are due to the college have been paid

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and accounted for in full. Additionally, students who have holds that block all services to the college are prevented from receiving official college transcripts.

B. Confidentiality of student records

Official student academic records, supporting documents, and other records shall be maintained only by appropriate members of the college staff specifically employed for that purpose.

Transcripts of educational records shall contain only prescribed information about academic status and shall be maintained by the college's Admissions and Records office. Control over the disclosure of information derived from these records is guaranteed every student in accordance with the provisions of the Family Educational Rights and Privacy Act, 34 CFR, Part 99.

Disclosure of a student's records to faculty and administrative officers shall only be for internal educational purposes, or routine administrative and statistical purposes.

Personally identifiable information in a student's record shall not be released to anyone outside J. Sargeant Reynolds Community College (i.e. parents), without the student's prior written consent, except to the extent that FERPA authorizes disclosure without consent. Under FERPA, institutions may disclose directory information to outside agencies without prior written consent.

The student may, if desired, request that directory information not be released in a particular case. Such a request must be submitted in writing to Admissions and Records or the student may indicate this desire by placing a "FERPA shade" on his/her student record.

The college is obliged to release all requested records when served with a court order or subpoena. Documentation of such actions is kept on file in Admissions and Records.

Confidential release forms shall be made available in the college's Admissions and Records office for release of any official information from a student's record, and such forms must be signed by the student affected by such a release.

The disposal of student records follows guidelines set forth by the Records Management and Imaging Services Division of the Library of Virginia.

IV. Procedures: N/A

V. Other Information: N/A