



STUDENT RECORDS

POLICIES AND PROCEDURES

MANUAL

2008 - 2009

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SECTION 1: INTRO

1.1 PURPOSE

The purpose of the Office of Student Records is to maintain and secure an accurate and current registry of pertinent student data.

1.2 MISSION

The mission of the Office of Student Records is to provide services that enable students to enroll in classes with minimum effort and to maintain an accurate profile of the student's tenure at the college. The registrar and staff maintain accurate academic student records and comply with the institutional, state, and federal regulations that apply to student records.

1.3 GENERAL OVERVIEW

The office strives to create and maintain appropriate secured data in accordance with the American Association of Collegiate Registrars and Admissions Officers (AACRAO) guidelines, Alabama Association of Collegiate Registrars and Admissions Officers (ALACRAO) guidelines and Alabama College System Functional Analysis & Records Disposition Authority (RDA). The policies are derived from the Alabama State Board of Education Policies and Lawson State Community College (LSCC) President's cabinets.

The student record keeping process provides the following:

1. Excellent service to our customers.
2. Accurate and centralized storage of student data.
3. Support faculty and staff by providing access to academic records, registration data, and transcripts, applications through use of AS400 or document imaging.
4. Direction and support in implementing and maintaining the standards of the Family Rights and Privacy Act of 1974 (FERPA).
5. Recommendations, through appropriate channels, of procedural changes to assure safety and integrity of student data.

The primary operations of the Office of Student Records at LSCC include:

1. Registration
2. Dropping/Adding Classes
3. Eligibility Verification of Athletes
4. Attendance Verification
5. Grade Processing
6. Collect and Process eligible candidates for Graduation
7. Scanning and Indexing archived records and current records into Imaging system
8. Disseminate FERPA policy to students/faculty/staff
9. Process Withdrawals
10. Maintain current forms for student processes
11. Process Degree Verifications
12. Notate scholastic honors and awards
13. Process transcript requests

SECTION 2: POLICIES AND GUIDELINES

2.1 CONFIDENTIALITY OF STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) of 1974, 20 U.S.C. 1232g, is a federal law that protects the confidentiality of student educational records. LSCC officials recognize their obligation to exercise discretion in recording and disseminating information about students. To implement this law and to meet the obligation to the student, a written institutional policy governing student records has been formulated. Annual notification will be made to LSCC students of their rights relative to educational records by publishing the policy in the current student catalog and distributing copies of the policy at fall registration.

For purposes of this policy, a student is defined as an individual who has been admitted and is enrolled or has been enrolled at the College. A student has the right of access to his/her educational records and may inspect and review the information contained therein. Exceptions to a student's rights of access are stated in the College policy. Educational records refer to all records maintained directly pertaining to an individual as a student. At the postsecondary level, parents have no inherent rights to inspect a student's education records. The right to inspect is limited solely to the student.

2.2 STUDENT ACCESS TO RECORDS

A. *The student has the following rights:*

- To be provided with a list of the types of educational records maintained by the College.

- To inspect and review contents of these educational records.
- To be given responses by the Registrar or other college records officers to reasonable requests for explanation and interpretation of these records.
- To request amendment of any part of these records considered by the student to be inaccurate or misleading.
- To be afforded hearings, should the request to amend the records be declined.
- To consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- To file a complaint with the U.S. Department of Education concerning alleged failures by LSCC to comply with the requirements of FERPA.

B. The student does not have access to the following records:

- Financial records, including any information those records contain, of his/her parents.
- Confidential letters and confidential statements of recommendation placed in the educational record prior to January 1, 1975, as long as the statements are used only for the purposes for which they were specifically intended.
- Confidential letters and statements of recommendations placed in the file after January 1, 1975, if the student has waived his/her right to inspect and review those letters and statements and those letters and statements are related to the student's admission to an educational institution, application for employment, and receipt of an honor or honorary recognition.
- Instructional, supervisory, and administrative personnel records which remain the sole possession of the maker.
- Campus security records.
- Employment records, except when such employment requires that the person be a student.
- Alumni office records.
- Physical or mental health records created by a physician, psychiatrist, psychologist, or other recognized professionals.

2.3 PROCEDURES FOR ACCESS

The Office of Student Records has a list of educational records maintained by the College. The Registrar or other Office of Student Records staff may require that a college official be present when a student inspects and reviews his/her educational records. A student should submit to the Registrar a letter that identifies the record(s) he/she wishes to inspect. If it is an inappropriate time to retrieve the record(s) on short notice, the Registrar will make arrangements, in a timely manner, for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the student is advised of the correct official to whom the request should be addressed. Questions concerning a student's access to records are directed to the Registrar.

2.4 AMENDMENT OF EDUCATION RECORDS

A student may ask for amendment of a record that he/she believes is inaccurate or misleading. The student should make the request in writing to the Dean of Students, clearly identify the part of the record requesting to be changed, and specify why it is inaccurate or misleading. If the decision is not to amend the record as requested by the student, the Dean of Students will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures is provided to the student when notified of the right to a hearing.

2.5 RELEASE OF DIRECTORY INFORMATION

The College may release directory information to others without the necessity of obtaining permission from the student. Directory information is limited to the following:

- Student's name, address (local and permanent), and telephone number
- Parents and Spouse
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height statistics for athletic team members.
- Dates of attendance
- Degrees and awards received
- Previous educational institution most recently attended
- Photographs

If a student does not wish the directory information released, he or she may indicate by notifying the Registrar in writing at the time of registration, and the College will withhold the information during that particular semester. The request for nondisclosure of directory information should be renewed each semester.

Directory information will not be disclosed to private or profit making entities other than employers, prospective employers or representatives of the news media. Directory information will be released only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without prior written consent of the student. When directory information is disclosed to an institution, agency or organization, such information may be used by its officers, employees, and agents but only for the purposes for which the disclosure was made.

2.6 RELEASE OF EDUCATIONAL RECORDS

The student may request release of copies of those educational records that are subject to release. The student must submit a written request in the Records Office and specify the following information:

- Records to be released.
- Purpose of disclosure.
- Party and address to which information is to be released.

All requests must have the student's signature (not printed name) in the space provided for the signature. Copies of transcripts from other colleges or universities are not released to the student or other parties. A student may request to view his/her educational records under the supervision of the Registrar.

Student educational records may be released to the following without prior written consent from the student:

- School officials within the institution who have been determined by the College to have a legitimate educational interest.
- School officials include counselors and instructors who are involved in counseling students, administrators who assist in counseling and who advise students with other problems, professional staff and clerical staff who directly relate to the administrative task of the College, College law enforcement officials, College attorneys, auditors, and a student serving on an official College committee.
- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.
- Authorized representatives of the Comptroller General of the United States, the Secretary of Education, or state or local educational authorities.
- Appropriate authorities in connection with financial aid if the information is necessary to determine eligibility, amount of aid, conditions of aid, or to enforce the terms and conditions of the aid.
- State and local authorities if a state statute adopted before November 19, 1974, specifically requires disclosures to those officials.
- Organizations conducting studies, for, or on behalf of, the College for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction and student life provided that the studies will not permit the personal identification of the student and his/her parents by individuals other than representatives of the organization and provided that the personally identifiable information furnished will be destroyed when no longer needed for the purposes for which the study was conducted.
- Accrediting organizations to carry out their functions.
- Officials to comply with a judicial order or lawfully issued subpoena with the understanding that the student will be notified in advance insofar as possible.

- Appropriate parties to protect the health and safety of the student or another individual in emergencies with the understanding that only information essential to the emergency situation will be released.

No personal information about a student is released without statements from the College to the parties requesting the information that no third parties are to have access to such information without the written consent of the student whose records are involved.

The Office of Student Records maintains records of all requests and disclosures of personally identifiable information from the educational records of a student except for information requested in writing by the student and directory information. The student may inspect the record of requests, disclosures and the legitimate interests of the parties requesting or obtaining information.

Any student who believes that his/her rights under the Privacy Act have been violated by the College may notify and request assistance from the Dean of Students and may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, S.W., Washington, D.C. 20202-4605.

LSCC offers equal opportunity in its employment, admissions, and educational programs and activities in compliance with Section 504 of the Rehabilitation Act of 1973. *The 504 Coordinator's are Mrs. Janice Williams (205) 929-6383 and Ms. Renay Herndon (205) 426-7335.*

2.7 TRANSCRIPT POLICY

In accordance with the provisions of Public Law 93-380, the Family Educational Rights and Privacy Act (FERPA [*also known as the Buckley Amendment*]), the Office of Student Records will release a transcript of a student's academic record only upon written request of the student. The request for the transcript release must bear the signature of the student along with identifying information. Official transcripts are not issued to the student but to the institution, official, or agency listed on the request.

2.8 RETENTION OF STUDENT RECORDS

Each student transcript, grade sheet, and grade change request is a permanent document of the College and will be maintained indefinitely. All other student records are maintained in accordance with the Alabama College System Functional Analysis and Records Disposition Authority approved by the State Records Commission. Management Information Systems (MIS) completes a back-up of student records daily (Monday-Friday). Back ups are stored in the vault in the MIS office on the Birmingham campus of LSCC.

2.9 FACSIMILE (FAX) TRANSMISSION OF STUDENT RECORDS

The College will accept verified faxed transcripts from high schools within the College's service area as official. However, the College reserves the right to require an official transcript by mail. Students wishing to send transcript requests by fax must furnish the following information: full name and any previous names under which enrolled, social security number, approximate dates of attendance, school or organization where transcript is to be forwarded and daytime phone number.

The Office of Student Records will honor requests to fax transcripts to other institutions provided a written request by the student is received. Telephone requests are not honored. A student should be aware that the receiving institution has the right to decline faxed transcripts. The College does not charge a transcript fee.

Transcript requests will not be honored for any student who has outstanding academic or financial obligations in any of the administrative offices of the College.

Any student who withdraws from the College must have completed all admission credentials and have cleared all financial or other obligations in all of the administrative offices before being entitled to an official academic transcript.

2.10 ACADEMIC BANKRUPTCY

A student at LSCC may declare academic bankruptcy **only once**. The student may request in writing, to the Office of Student Records, declaration of academic bankruptcy under the following conditions:

- If fewer than three (3) calendar years have elapsed since the semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during that one semester. The student **MUST** have taken a minimum of 18 semester credit hours of work since the bankruptcy semester occurred. All course work taken, even hours completed satisfactorily during the semester for which academic bankruptcy is declared, will be disregarded in the cumulative GPA.
- If three (3) or more calendar years have elapsed since the most recent semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during 1-3 semesters. The student **MUST** have taken a minimum of 18 semester credit hours of course work at LSCC since the bankruptcy occurred. All course work taken, even hours completed satisfactorily, during semester(s) for which academic bankruptcy is declared, will be disregarded in the cumulative grade point average.

When academic bankruptcy is declared, the term "**Academic Bankruptcy**" will appear on the

transcript for each semester affected. When academic bankruptcy is declared, the transcript will reflect the semester of its implementation and the transcript will be stamped “**Academic Bankruptcy Implemented.**”

Implementation of academic bankruptcy at LSCC does **not** guarantee that other institutions will approve such action. The respective transfer institution will make this determination. A detailed chart that helps students determine the benefits, circumstances, and consequences of academic bankruptcy is printed on the *Request for Academic Bankruptcy Form (Appendix B.10)* available in the Office of Student Records.

2.11 TRANSCRIPTS OF GRADES

Information on a student’s academic performance is available on a semester basis via direct mailings and transcript records.

Transcripts are sent only upon written request of the student. No transcript will be furnished for any student or alumnus who has a financial obligation to LSCC such as unpaid fees or overdue library books. Transcripts may also be held for incomplete admissions records.

Request for transcripts should include the following information:

- Full Name (First, Middle, Last)—*Please include any former names*
- Social Security Number
- Mailing Address
- Daytime Telephone
- Name and Address of Institution or Agency Receiving Information
- *Signature
- Current Date

*Transcripts will not be released without a signature.

Requests may be mailed to:

Bessemer Campus
1100 9th Avenue, SW
Bessemer, Alabama 35022

Records: (205) 929-3410
FAX: (205) 424-5119

Birmingham Campus
3060 Wilson Road
Birmingham, Alabama 35221

Records: (205) 929-6309
FAX: (205) 925-3716

NOTE: Former students of Bessemer State Technical College should clearly indicate dates of attendance.

It is the policy of LSCC not to issue transcripts of other colleges and schools. Official LSCC transcripts will be mailed to other institutions by written request only.

2.12 CHANGE OF ADDRESS

A student should report a change of address on *Change of Record Request Form (Appendix B.1)* available in the Office of Admissions or the Office of Student Records or on-line at www.lawsonstate.edu by clicking on *Student Suite* button and selected “modify contact information”.

2.13 CHANGE OF PROGRAM

Students may change their program by completing a *Change of Record Request Form (Appendix B.1)*, which is available in the Office of Student Records. The division dean/director for the new program will be asked to evaluate the student’s transcript. Following the evaluation, the student’s permanent record will indicate a change of program. Only LSCC grades, accepted through the Vice President for Instructional Services or Divisional Administrator’s evaluation, will be considered in computing the LSCC grade point average. Credits successfully earned, prior to the change, will be applied toward the new program.

Students planning to transfer to another college or university are cautioned that the receiving institution may use all grades earned in computing grade point averages for admission or other purposes. For more information, log on to AGSC/STARS Home Page at: <http://stars.troy.edu>.

2.14 ADDING AND DROPPING COURSES

Students may receive permission from their advisor to change from one class to another only when it is determined that:

- The schedule has conflicting classes.
- The student does not have the required course prerequisites.
- The student is enrolled in a course not acceptable in his or her program of study.
- The student already has credit in the course and does not wish to repeat it.
- Administrative actions justify such changes. Appropriate signatures must be secured and the *Drop and Add Form (Appendix B.8)* must be returned to the Office of Student Records before it is official.

Note: Dropping and Adding of courses is only permitted during the designated drop/add period.

2.15 WITHDRAWAL

A student may withdraw from a course and receive a grade of “W” at any time during a given semester subject to the last day to withdraw to receive a “W”. The deadline for withdrawals is specified in semester schedule. (“WP” or “WF” grades will be assigned for courses(s) withdrawn after the deadline specified in semester schedule. The Vice President must approve “exceptions” to withdrawal policy).

Withdrawal procedures must be initiated in the Office of Student Records. The *Withdrawal Form (Appendix B.12)* must be submitted to the Office of Student Records with appropriate signatures before it is official.

Students who stop attending classes for any reason should not expect the instructor to withdraw them. It is the student’s responsibility to withdraw officially by completing the withdrawal form in the Office of Student Records by the deadline date published in the semester schedule.

2.16 REPEATING COURSES

If a student repeats a course once, the second grade awarded (excluding grades of AU, W and WP) replaces the first grade in the computation of the cumulative grade point average. The grade and grade point average during the term in which the course was first attempted will not be affected.

When a course is repeated more than once, all grades for the course, excluding the first grade, will be employed in computation of the cumulative grade point average. Official records at the institution will list each course in which a student has enrolled. A repeated course will count only once toward the requirements for graduation.

Repeating courses may affect federal financial aid. For more information, contact the Office of Student Financial Services.

2.17 ATTENDANCE VERIFICATION

Attendance verifications are completed during the first 10 days of each semester/term. Student verification of attendance in classes is essential to the financial aid process and compliance with federal regulations.

2.18 COURSE FORGIVENESS

If a student repeats a course, the last grade awarded (excluding grades of W and WP) replaces the previous grade in the computation of the cumulative grade point average. The grade point average during the term in which the course was first attempted will not be affected. When a course is repeated more than once, all grades for the course excluding the first grade will be employed in computation of the cumulative grade point average. Official records at the institution will list each course in which a student has enrolled. Students wanting course forgiveness should complete a course forgiveness form in the office of records.

2.19 SOLOMON AMENDMENT

It is the policy of LSCC to comply with the Solomon Amendment as it relates to access to directory information on students. [10 USC Sec. 983]

APPENDIX A – POLICIES

Appendix A.1	Course Forgiveness
Appendix A.2	Academic Bankruptcy
Appendix A.3	Grading System
Appendix A.4	Grade Point Average Calculation
Appendix A.5	Graduation Requirements Degrees
Appendix A.6	Graduation Requirements Formal Awards/Others
Appendix A.7	Academic Honors
Appendix A.8	Student Records
Appendix A.9	Records: Storage (local policy)
Appendix A.10	Student Records (local policy)

A.1 COURSE FORGIVENESS

POLICY NAME:	713.04: Grading System: Course Forgiveness
EFFECTIVE:	04-24-08
SUPERSEDES:	713.04 issued 03-26-98; 12-08-94; 03-24-05
SOURCE:	State Board of Education Resolution
CROSS REFERENCE:	713.01, 703.03, 714.04

1. Course forgiveness occurs when a student repeats a course and the last grade awarded (excluding grades of W and WP) replaces the previous grade in the computation of the cumulative grade point average. The grade point average during the term in which the course was first attempted will not be affected. The official transcript will list the course and grade each time it is attempted.
2. When a course is repeated more than once, all grades for the course - excluding the first grade - will be used in computing the cumulative grade point average. Official records at the institution will list each course in which a student was enrolled.
3. It is the student's responsibility to request of the registrar that the forgiveness policy be implemented.

A.2 ACADEMIC BANKRUPTCY

POLICY NAME:	713.05: Grading System: Academic Bankruptcy
EFFECTIVE:	04-24-08
SUPERSEDES:	713.05 issued 03-26-98; 12-08-94; 03-24-05
SOURCE:	State Board of Education Resolution
CROSS REFERENCE:	714.01

1. Academic bankruptcy occurs when a student requests the removal of one semester or term of grades from his/her cumulative GPA. The grades will remain on the transcript but will not be counted in the student's cumulative GPA and will not count toward degree requirements. A student must submit a written request to the registrar for a declaration of "academic bankruptcy" status under the following conditions:
 - 1.1. If fewer than three (3) calendar years have elapsed since the semester/term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during that one semester/term provided the student has taken a minimum of 18 semester credit hours of coursework at the institution since the bankruptcy semester/term occurred. All coursework taken, even hours completed satisfactorily, during the semester/term for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.
 - 1.2. If three (3) or more calendar years have elapsed since the most recent semester/term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy, on all coursework taken during 1-3 semesters/terms provided the student has taken a minimum of 18 semester credit hours of coursework at the institution since the bankruptcy semester/term occurred. All coursework taken, even hours completed satisfactorily, during semester/term(s) for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.
2. When academic bankruptcy is declared, the term "ACADEMIC BANKRUPTCY" will be reflected on the transcript for each semester/term affected.
 - 2.1. When academic bankruptcy is declared, the transcript will reflect the semester/term of its implementation and the transcript will include a permanent notation of: "ACADEMIC BANKRUPTCY IMPLEMENTED."

3. A student may declare academic bankruptcy only once.
4. Approval of the academic bankruptcy status at an institution does not guarantee other institutions will honor that status. This determination will be made by the respective transfer institution(s).

A.3 GRADING SYSTEM

POLICY NAME:	713.01: Grading System: General
EFFECTIVE:	04-24-08
SUPERSEDES:	713.01 issued 12-13-01; 12-08-94; 1979; 03-24-05
SOURCE:	State Board of Education Resolution
CROSS REFERENCE:	713.04, 716.01, 716.02

Each course for which a student has registered must be assigned one of the letter grades as follows:

Grade	Definition	Quality Points
A	Excellent	4 points
B	Good	3 points
C	Average	2 points
D	Poor	1 point
F	Failure	0 points

NOTE: Each institution may further define letter grades A-F. While the grade of D is normally considered passing, institutions may require a higher grade in selected courses.

- | | | |
|----|--|----------|
| I | Incomplete. Must be made up no later than the end of the following semester or becomes an F. (A shorter period for make-up may be designated by the institution.) | 0 points |
| AU | Audit. Course taken for no credit. Credit hours will not be averaged into the grade point average. Must be declared by the end of the registration period and may not be changed thereafter. | 0 points |
| W | Official withdrawal from a course within a time period designated by the institution, or withdrawal from the institution within a time period designated by the institution. Credit hours will not be averaged into the grade point average. | 0 points |

- WP Official withdrawal from a course after the time period designated by the institution for receipt of "W" grade and which the student is passing at the time of withdrawal. Credit hours will not be averaged into the grade point average. Selection to use this grade by an institution is optional. 0 points
- WF Official withdrawal from a course after the time period designated by the institution for receipt of "W" grade and which the student is failing at the time of withdrawal. Credit hours will be averaged into the grade point average. An institution may elect to use this grade designation or only the F grade. 0 points

A.4 GRADING SYSTEM

POLICY NAME:	713.03: Grading System: Repetition of Courses
EFFECTIVE:	04-24-08
SUPERSEDES:	713.03 issued 12-08-94; 03-24-05
SOURCE:	State Board of Education Resolution
CROSS REFERENCE:	713.04, 714.04

Any course for which the student has previously registered may be repeated. However, a course may be counted only once toward fulfillment of credit hours for graduation.

A.5 GRADUATION REQUIREMENTS DEGREES

POLICY NAME:	715.01: Graduation Requirements: Degrees
EFFECTIVE:	03-24-05
SUPERSEDES:	715.01 issued 01-28-99; 03-26-98; 01-23-97
SOURCE:	State Board of Education Resolution
CROSS REFERENCE:	

1. A student shall be awarded the Associate in Arts, Associate in Science, Associate in Applied Science, Associate in Applied Technology, and Associate in Occupational Technologies degrees upon satisfactory completion of the requirements of the specific program as specified by the institution granting the degree and the State Board of Education.
2. A student must:
 - 2.1. Satisfactorily complete a minimum of 60 semester hours of institution credit in an approved program of study, including prescribed general education courses.
 - 2.2. Earn a 2.0 cumulative grade point average in all courses attempted at the institution. The calculation of the grade point average for graduation shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements.
 - 2.3. Complete at least 25 percent of semester credit hours at the institution granting the degree.
 - 2.4. Meet all requirements for graduation within a calendar year from the last semester/term of attendance.
 - 2.5. Coursework transferred or accepted for credit toward an undergraduate degree must represent collegiate coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own undergraduate degree programs. In assessing and documenting equivalent learning and qualified faculty, an institution may use recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, The American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.
 - 2.6. Comply with formal procedures for graduation in accordance with institutional policy at the receiving institution.
 - 2.7. Fulfill all financial obligations to the institution.

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3. The chief academic officer shall approve the formal award when the student meets all requirements for graduation satisfactorily.

A.6 GRADUATION REQUIREMENTS FORMAL AWARDS

POLICY NAME:	715.02: Graduation Requirements: Formal Awards Other Than Degrees
EFFECTIVE:	03-24-05
SUPERSEDES:	715.02 issued 09-28-00; 08-26-99; 01-23-97; 12-08-94
SOURCE:	State Board of Education Resolution
CROSS REFERENCE:	

1. A student may be granted an award other than a degree upon satisfactory completion of the requirements of the specific program as specified by the institution granting the award in accordance with policies of the State Board of Education.
2. A student must:
 - 2.1. Satisfactorily complete an approved program of study.
 - 2.2. Earn a 2.0 cumulative grade point average in all courses attempted at the institution. The calculation of the grade point average for graduation shall not include grades earned in institutional credit courses. All grades in repeated courses shall be averaged into the grade point average; however, a course may be counted only once for purposes of meeting graduation requirements.
 - 2.3. Complete at least 25 percent of semester credit hours at the institution granting the award other than the degree.
 - 2.4. Meet all requirements for graduation within a calendar year from the last quarter/semester of attendance.
 - 2.5. Transfer coursework accepted for credit toward a formal undergraduate award other than a degree from a regionally or nationally accredited institution, or a System institution with a minimum grade of “C” in the courses transferred, must represent collegiate coursework relevant to the award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution’s own undergraduate formal award programs.
 - 2.6. Comply with formal procedures for graduation in accordance with institutional policy at the receiving institution.
 - 2.7. Fulfill all financial obligations to the institution.
3. The chief academic officer shall approve the formal award when the student meets all

requirements for graduation satisfactorily.

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A.7 ACADEMIC HONORS

POLICY NAME:	716.02: Academic Honors: Upon Graduation
EFFECTIVE:	03-24-05
SUPERSEDES:	716.02 issued 03-26-98; 12-08-94
SOURCE:	State Board of Education Resolution
CROSS REFERENCE:	

1. Community and technical colleges and Athens State University shall provide selected academic honors to recognize and promote notable student achievement. These academic honors shall include, but not be limited to: (1) Graduation Honors for Degrees to include Graduation with Honors, Graduation with High Honors, and Graduation with Highest Honors; and (2) Graduation Honors for Other Formal Awards (Certificates and Diplomas) to include Graduation with Distinction.

2. Graduation Honors for Degrees

Superior academic achievement by graduating students shall be recognized by the following designations on transcripts:

Graduation with Honors (or Cum Laude) 3.50 to 3.69 GPA

Graduation with High Honors
(or Magna Cum Laude) 3.70 to 3.89 GPA

Graduation with Highest Honors
(or Summa Cum Laude) 3.90 to 4.00 GPA

3. Graduation Honors for Other Formal Awards (Diploma or Certificate)

Graduation with Distinction 3.50 to 4.00 GPA

NOTE: Calculation of the grade point average (GPA) for graduation honors shall be identical to that method used to calculate the GPA to fulfill graduation requirements for the degree, diploma, or certificate being earned. In addition, in order to be eligible for a graduation honor, the student must have completed a minimum of 32 semester credit hours at the institution conferring the degree or other formal award.

A.8 STUDENT RECORDS

POLICY NAME:	809.01: Student Records: General
EFFECTIVE:	03-24-05
SUPERSEDES:	809.01 issued 01-13-94
SOURCE:	
CROSS REFERENCE:	

The *Family Education Rights and Privacy Act* of 1974 (PL 93-380), known as the Buckley Amendment, shall apply to the handling of student records at all institutions.