

**VIRGINIA WESTERN COMMUNITY COLLEGE**

**I – ACADEMIC & STUDENT AFFAIRS POLICIES**

**I-34 – Student Permanent Record**

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**Policy Number: I-34**

**Last Reviewed: February 3, 2014**

**Responsible Dept.: VICE PRESIDENT OF ACADEMIC AND STUDENT AFFAIRS**

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**Student Permanent Record**

The Records Office maintains records for each student attending, or who has attended, the College. A record of the student's grades and courses taken will be permanently maintained in electronic format. This permanent, electronic record meets the guidelines set up by the American Association of Collegiate Registrars and Admissions Officers and includes:

- The credits transferred from other institutions, including the number of credit hours given (the number of hours may change if the student transfers from one curriculum to another)
- The semester in which the student is currently enrolled
- The student's social security number or ID number
- The Academic Program and Plan
- The course number, course title, the hours attempted, the hours completed, and the grade for each course. Course section shall be optional;
- A grade point average for each semester attended;
- The cumulative grade point average of the student; and
- Academic action taken against the student including academic probation, suspension, and dismissal.
- Degrees, diplomas, certificates, honors

Disciplinary probation and disciplinary dismissal will not be placed on the students' permanent records. Disciplinary records are stored separately and are available for release with permission from the student.

A file will be maintained during the student's enrollment at the College, but will be destroyed after three years of non-attendance. This file may include:

- High school transcripts;
- Other college transcripts and evaluations;
- Correspondence with the student;
- Grade Change Forms;
- Course Substitution and Advanced Standing Forms.

Virginia Western administrators, faculty, and staff who need to see student records to assist in the student's academic pursuits may have access to the aforementioned records. College personnel

involved in institutional research may also be permitted to access records on a need-to-know basis. All others are required to have written permission from the student.

Eligible students have the right to inspect and review their educational records within 45 days of submitting a written request to the Records Office. This request must identify the record(s) the student wishes to inspect. Once the written request has been submitted and reviewed, the Records Office will make arrangements for access and notify the student of the time and place where the records may be inspected. Virginia Western is not required to supply copies of records unless there are specific, mitigating circumstances (i.e., great distance from the college) that prevent the student from reviewing the records.

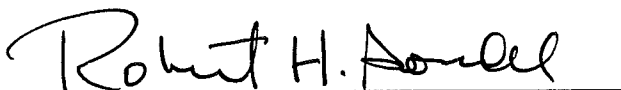
#### 34.1 Amending the Student Record

A student may ask the college to amend a record believed to be inaccurate or misleading. If Virginia Western decides not to amend the record, the eligible student has access to the formal grievance procedures outlined in the Student Handbook. If, after the grievance, Virginia Western still chooses not to amend the record, eligible students have the right to place a statement with the record commenting on the contested information.

Review/Revised: 2/2014

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Approved by



Robert H. Sandel, Ed.D.  
President

2/17/14  
Date