

Financial aid recipients should refer to the Academic Progress Policy under Student Financial Assistance.

### **Student Grade Forgiveness Policy**

Any RCC student who has experienced a lapse of enrollment at the College for a period of ten consecutive academic years may, upon reenrollment, make a request with the Registrar to have prior course work forgiven. The following criteria must be met:

- The student must first complete at least 12 semester hours of credit with a 2.0 grade point average before requesting grade forgiveness.
- The request must be made during the subsequent semester (excluding the summer session) after the 12 semester hours have been completed.
- Prior course work must be at least ten years old.
- Only prior courses with grades below a “C” will be eligible for grade forgiveness.
- The student must complete a Grade Forgiveness Request Form, which is available in the Student Services Registrar’s Office.
- Only one grade forgiveness request will be accepted per student. If the request is approved, the record of the earlier course work affected remains on the student’s transcript but is not calculated in the cumulative grade point average for academic purposes only.
- Financial aid and/or veterans’ benefits are subject to federal regulations requiring satisfactory academic progress based on all academic work attempted and are, therefore, not affected by any grade forgiveness.

In instances in which grade forgiveness is granted for courses completed at RCC and then transferred to another college or university, the receiving institution is not required to disregard those course grades. Other colleges or universities may elect to include the grades forgiven in computing the student’s grade point average, possibly disqualifying the student from consideration for admission.

### **Student Records**

The Registrar is in charge of all student records. Because these records are of utmost importance, they are kept in locked, fireproof files. Student records are available to instructors or advisors only through authorization by the Registrar. Under no circumstances are student records removed from the Student Services Office without prior approval of the Registrar. A student may view his record only when in conference with his instructor, advisor, or an authorized administrative officer. A student may view his records by submitting a written request to the Vice President for Student Services.

### **Access to Student Records**

The “Family and Education Rights and Privacy Act of 1974” (P.L.93-380, S513) signed by the President of the United States became law as of November 9, 1974. Included in this law are requirements related to the privacy of student files and records.

The law specifically states that no institution of higher education shall prevent its students from inspecting and reviewing “any and all official records, files, and data including all material that is incorporated into each student’s cumulative folder.”

Although that act specifically refers to the access rights of parents, it provides that “whenever a student has attained eighteen years of age or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.”

The only individuals or agencies authorized to see a student’s record, other than the student himself/herself, without the student’s written consent, are school officials with “legitimate” educational interests, officials of other schools in which the student “intends to enroll,” and certain government representatives.

A copy of the law and the complete policy is on file in the Registrar’s office. Any student desiring to review his/her file will fill out a form in the Student Services office, and an appointment will be made with one of the counselors, the Registrar, or the Vice President for Student Services to review the file within 45 days of the signing of the request form.

Records will be released to parents and outside agencies only with the written release of the student. In keeping with federal regulations on student information, RCC has designated the following as “Directory Information”:

1. Dean’s list.
2. President’s list
3. Graduation list.
4. Sports activities.
5. Recognized student activities.
6. Other student honors or awards.
7. Special achievement.
8. Photographs of students involved in RCC activities.

This “Directory Information” will be routinely released to the news media and/ or utilized for RCC publications.

Any student who does not wish any or all of this information to be released must give written notification to the Vice President for Student Services on or before the “last day for tuition refund” as listed in the Academic Calendar of the semester in which he/she is enrolled.

The Vice President for Administrative Services and Chief Financial Officer is the designated school official for handling violations of the law or alleged violations of the law and is RCC’s designated law enforcement official. Investigative reports and other records created and maintained by the law enforcement units are not considered to be education records subject to FERPA. We may disclose information from law enforcement unit records to anyone, including outside law enforcement authorities, without student consent.

### **Transcript Requests**

An official record of curriculum academic credit earned at RCC will be sent to any school or prospective employer upon the completion of the college’s Transcript Request Form and payment of \$2 fee. All of the student’s accounts with RCC must be satisfactorily settled before the College will process the request. The Registrar’s office requires one full business day’s notice of the written request. During registration, schedule adjustment, and end of semester grading, processing of transcripts will be limited. RCC does not FAX transcripts. The cost for on-demand transcripts will be \$5. Unofficial transcripts for currently enrolled students may be printed from WebAdvisor. Previously enrolled students may request an unofficial transcript at no cost; however the written request and time limits for processing apply. A voucher will be issued to graduates for one free official transcript.