

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

### **Academic Forgiveness Policy**

Any RichmondCC student who has experienced a lapse of enrollment at the College for a period of two consecutive academic years may, upon reenrollment, make a request with the Registrar to have prior course work forgiven from their cumulative grade point average calculation. The following criteria must be met:

- The student must first complete at least 6 semester hours of credit with a 2.0 grade point average before requesting academic forgiveness.
- The request must be made during the subsequent semester after the 6 semester hours have been completed.
- Prior course work must be at least two years old.
- Only prior courses with grades below a “C” will be eligible for academic forgiveness.
- The student must complete an Academic Forgiveness Request Form, which is available in the Student Services Registrar’s Office.
- Only one 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.

In instances in which academic forgiveness is granted for courses completed at RichmondCC 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.

Financial aid and/or veterans’ benefits are subject to federal regulations. These regulations require satisfactory academic progress based on all academic work attempted and are, therefore, not affected by any academic forgiveness.

### **Student Records**

The Office of the Registrar maintains all student records. Because these records are of utmost importance, they are kept in locked, fireproof files.

All records including, but not limited to, high school and other college transcripts submitted for a student’s file become the property of Richmond Community College and a part of the student’s permanent record.

Curriculum records at Richmond Community College are disposed/retained according to the "Public Records Retention and Disposition Schedule" as provided by the State Board of Community Colleges.

Workforce and Economic Development records are maintained following the same guidelines.

### **Access to and Release of 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,” law enforcement officers, and certain government representatives. Records will be released to parents and outside agencies only with the written consent of the student.

Student records are available to instructors or advisors with authorization by the Registrar or Assistant Registrar. Student records are not to be removed from Student Services without prior approval of the Registrar or Assistant Registrar. A student may view his record when in conference with his instructor, advisor, or an authorized administrative officer. A student may also view his records by submitting a written request to the Vice President for Student Services. An appointment will be made with one of the counselors, the Registrar, or the Vice President for Student Services to review the file within 15 days. No student information, including grades, will be released via telephone.

In keeping with federal regulations on student information, RichmondCC has designated the following as “Directory Information”:

- Student’s name
- Dates of enrollment
- Enrollment status
- County of residence
- Program of study
- Degrees, diplomas or certificates awarded and date awarded
- Honors and awards associated with the College
- Photographs, videos or other media containing a student’s image or likeness.
- Student recruiting information as it relates to compliance with the Solomon Amendment (*Name, address, phone number, year of birth, level of education, and program of study*)

The College may disclose any of the above “Directory Information” items without prior written consent. Requests for Directory Information must be made to the Registrar’s Office. 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 within 14 days of the start date of the

semester in which he/she is enrolled. Written notification must be given for each semester 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 RichmondCC'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. RichmondCC may disclose information from law enforcement unit records to anyone, including outside law enforcement authorities, without student consent.

A hold may be applied to the release of an official transcript, unofficial transcript, diploma, degree, certificate, grades, or other information requested from an official record for a student who has a restriction on their account including, but not limited to, a business office hold, library fine, disability services hold, and incomplete file hold.

### **Transcript Requests**

An official record of curriculum academic credit earned at RichmondCC will be issued upon the completion of the college's transcript request procedures and applicable payment. All of the student's accounts with RichmondCC 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 unless the request is processed as on demand. An electronic transcript request is also available through the National Student Clearinghouse. These requests are typically processed the same day. During registration, schedule adjustment, and end of semester grading, processing of transcripts will be limited. RichmondCC does not fax or email transcripts. Unofficial transcripts for currently enrolled students may be printed from Self-Service. 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. Vouchers can't be used for electronic requests.

### **Changing a Curriculum Major**

A student wishing to change his major must see a counselor for approval. When a student changes majors, any courses applicable to the new major will be transferred. Grades earned, credit hours, and quality points will be counted in the new major.

### **Transferring to Another College**

RichmondCC received community college status in July 1987 and offers the Associate in Science and Associate in Arts curricula. A student graduating from RichmondCC in good standing with an Associate in Arts or an Associate in Science (College Transfer) degree, is assured admission into one of the 16 University of North Carolina system schools. Admission is not assured to a specific institution, specific program, or major. There are also articulation agreements with many private colleges and universities in the state. A student wishing to transfer from RichmondCC to another college should refer to that college's catalog or website for transfer information. If a transcript of coursework completed at RichmondCC is required by the other institution, it will be provided when the student submits a "Transcript Request Form" or a written approval for release of the transcript. All accounts with RichmondCC must be settled before a transcript will be furnished to another institution. A 24-hour notice is required for transcript requests.