SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: Student’s Permanent Academic Record

EFFECTIVE DATE: July 1, 2000; Revised August 22, 2013

The Records Office of Southwest Tennessee Community College will be responsible for maintaining both the credit and non-credit academic records of students. Each student record includes the following:

A. Credit records
   
   • Student name
   • ID number
   • Courses enrolled each term
   • Cumulative grade point average (gpa)
   • Term gpa
   • Hours attempted
   • Hours earned
   • Grades
   • Quality point earned
   • Degrees and certificates earned
   • Academic program(s)
   • Honors
   • Academic status
   • Transfer credits awarded

B. Non-credit Records
   
   • Student name
   • ID number
   • Courses enrolled in each term
      Course title
      Course number
   • Continuing education units
   • Grades

Source: Vice President of Student Services and Enrollment Management: 7-1-00; Rev. 8-22-13