

# DAVIDSON-DAVIE COMMUNITY COLLEGE

Students

## STUDENT RECORDS - FILE

PROCEDURE 5.4.3.1

### **I. Student Records**

The College is required to maintain, at a minimum, current, complete and accurate records as allowed by the Records Retention & Disposition Schedule for North Carolina Community Colleges to show the following:

- A.** An application for admission that includes the student's educational and personal background, age and other personal characteristics.
- B.** Progress and attendance including date entered, dates attended, subjects studied and class schedule. This record shall be in a form which permits accurate preparation of transcripts of educational records for purpose of transfer and placement, providing reports to government services or agencies or for such other purposes as the needs of the student might require. Such transcripts shall be in a form understandable by lay persons and educators alike. The grading system on such transcripts shall be explained on the transcript form. Subjects appearing on the transcripts shall be numbered or otherwise designated to indicate the subject matter covered.
- C.** All student account ledgers shall include, at a minimum, monies owed and paid by each student, and refunds issued by the College.

### **II. Inspection by State Board of Community Colleges**

- A.** Students' records shall be open for inspection by properly authorized State Board officials.
- B.** The College's financial records shall be open for inspection by properly authorized State Board officials.

Adopted: April, 2020

**Legal Reference: 2A SBCCC 400.11**