DIN: 2140-1-01
Title of Policy: Student Academic Records

Policy

Student academic records are maintained in the One Stop Enrollment Services Office. Information other than directory information is considered confidential and will not be released unless a release form is signed by the student.

Transcripts are official only if mailed directly from Northwest Technical College to a school, agency, or company. Official transcripts will not be sent for a student with an outstanding account with the college. Unofficial transcripts may be given or sent to the student. Enrolled students may access unofficial transcripts via the Web registration site.

See Policy 2135-1-01 FERPA for additional information on the student right to inspect records, amend records, and file a complaint if the institution is non-compliant with disclosure procedures.

See Policy 2130-1-01 Directory Information for additional information on release of student information.

Purpose
To protect the privacy of student records.

Responsibility

The table below describes responsibilities for this policy:

<table>
<thead>
<tr>
<th>Group/Individual</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records personnel</td>
<td>Ensure proper maintenance and review of student records.</td>
</tr>
<tr>
<td>Executive Director of Enrollment Management</td>
<td>Ensure compliance with policy.</td>
</tr>
</tbody>
</table>

Supporting References

Listed below are college document(s) that support this policy:
2130-1-01 Directory Information
2135-1-01 FERPA

Compliance References:

Listed below are references to compliance requirements (e.g. Minnesota State policy, federal regulations).
Family Educational Rights and Privacy Act of 1974 (the “Buckley Amendment”)
Minnesota Government Data Practices Act (Mn Statutes Section 13.01)