

**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:

<b>Group/Individual</b>	<b>Responsibility</b>
Records personnel	Ensure proper maintenance and review of student records.
Executive Director of Enrollment Management	Ensure compliance with policy.

**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)

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Title: Student Academic Records			Implementation Date: immediate
Approved: President Hensrud	Date:	Check here if policy should appear in campus handbook:	