AIMS COMMUNITY COLLEGE POLICY

STUDENT RECORDS

Aims Community College complies with the Federal Family Education Rights and Privacy Act of 1974, which specifies that (a.) a student's record is closed to non-college officials unless specific authorization to review those records is granted in writing by the student or is granted by provision of the law and (b.) a student has the right to inspect and review certain specified official records, files, and data directly related to that student.

Official academic transcripts are issued by Aims Community College upon written request by the student. All student accounts with Aims Community College must be settled and students must be in compliance with the terms of any student loans before a transcript may be released. Transcripts from other colleges or institutions that were used for evaluation of transfer credit are not released by Aims and must be obtained from the institution holding the original record.

The President shall implement and maintain procedures to carry out the intent of this policy.

APPROVED: Aims Board of Trustees
Date: 1974

Revised: December 9, 1980
   January 3, 1990
   November 1996
   April 7, 2010
   February 17, 2014