

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