

### **I. Purpose**

To provide for the maintenance of the academic records of students.

### **II. Scope**

This policy applies to all students who attend or have attended the College.

### **III. General**

In compliance with the Higher Learning Commission and other regulatory agencies, the College maintains an accurate academic record for every student. This record, commonly known as an official transcript, is the student's permanent, official academic record and bears the signature of the College Registrar.

The official transcript includes course(s) waived, attempted, completed, courses and credit(s) transferred, experiential learning credit(s), credit hours, GPA points, the LCC grade point average, current program and major, and certificates of completion, certificates of achievement, and associate degrees awarded by the College.

Furthermore, Lansing Community College shall comply with the Family Educational Rights and Privacy Act (FERPA) of 1974 in the maintenance of official academic records and disclosure of records and other student information. All rights provided to students under FERPA shall be enforced.

The official record will be maintained and stored by the Registrar.

### **IV. Responsibility**

The responsibility for the interpretation and administration of this policy is delegated to the Registrar or designee.

Adopted: 3/18/2002

Revised: 8/26/2002, 9/24/2018, 6/21/2021