



Category
<b>STUDENT PERMANENT ACADEMIC RECORD – 3:00:00:09</b>
Approval
<b>Leadership Council Approved:</b> February 3, 2017
<b>Effective Date/Approved:</b> February 3, 2017
<b>Revised:</b> November 10, 2008; February 3, 2017
<b>Responsible Parties:</b> Director of Admissions & Director of Workforce Development & Extended Services

The Office of Admissions and Records of Motlow State Community College will be responsible for maintaining the credit records of students in Banner. The credit academic record includes the following:

Credit Records

- Student name
- Student social security or ID number
- Courses enrolled each term
- Cumulative grade point average (GPA)
- Term GPA
- Hours attempted
- Hours earned
- Grades
- Quality points earned
- Degrees and certificates earned
- Academic program(s)
- Honors
- Academic status
- Transfer credits awarded

The Office of Workforce Development & Extended Services will be responsible for maintaining the non-credit academic records of students. The non-credit record includes the following:

Non-credit Records

- Student name
- Student ID number ("A" number)
- Student address
- Course title
- Verify and issue any Continuing Education Unit's (CEU's) certificates of completion which may have been approved for each class.