

Student Records	Policy Number	3.4
	Effective Date	January 24, 2012

1.0 POLICY & PURPOSE



Laramie County Community College maintains Records of a student’s official transactions with the College. The College is committed to protecting the right of privacy and access of all students about whom it holds information, records or files.

2.0 REVISION HISTORY

Adopted on: 1/24/12

3.0 PERSONS AFFECTED

Students, College Personnel who keep records on students and their families, Institutional Research, and College Officials as defined in Procedure 3.4P Location of Student Records.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Grant W. Wilson, Student Services Interim Vice President	11/22/11
Approval by President’s Cabinet		1/24/12
Approval by President		1/24/12
Approval by Trustees (Signature)		11/28/12