



 Policies

Student Records Policy

Policies for the Collection, Maintenance, and Protection of Student Academic Records

Prepared by  Brian L. Lewis-Hardy, SVP, Compliance & Accreditation

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Table of Contents

PURPOSE.....	3
RESPONSIBLE AUTHORITY.....	3
IMPLEMENTATION.....	3
APPLICABILITY.....	3
EFFECTIVE DATE.....	3
POLICY.....	3
1. Adherence to ACCSC Standards.....	3
2. Period Records are Maintained at the Institution.....	4
3. Access to Student Records.....	4
4. Orderly and Safe Maintenance of Records.....	4
5. Evaluation of Records Safekeeping.....	4
6. Confidentiality of Student Records.....	4
7. Procedures for Student Records in the Event of the Institute's Discontinuance.....	4
EQUIPMENT, REPAIR, AND MAINTENANCE PROVISIONS.....	4
BUDGET.....	5
REVISIONS.....	5
POLICY AVAILABILITY.....	5

POLICY CONTENT BEGINS ON NEXT PAGE

PURPOSE	The purpose of this policy is to establish the standards and procedures for the accurate collection, secure storage, authorized access, and proper disposal of student records at Intellectual Point, in compliance with applicable laws and regulations.
RESPONSIBLE AUTHORITY	The SVP, Compliance & Accreditation is responsible for the oversight and enforcement of this policy.
IMPLEMENTATION	Implementation of this policy is carried out by the Registrar's Office and designated administrative staff, ensuring that all student records are maintained in accordance with institutional policy and legal requirements.
APPLICABILITY	This policy applies to all academic, financial, and personal records of current, former, and prospective students maintained by Intellectual Point.
EFFECTIVE DATE	August 1, 2025

POLICY

1. Adherence to ACCSC Standards

It is Intellectual Point's commitment to adhere to the Accrediting Commission of Career Schools and Colleges (ACCSC) standards for Student Records:

- The school maintains an educational record for all currently enrolled students that consists of all admissions, transcripts (see #2 below), and academic progress reports; records related to tuition and fee payments, refunds, and financial aid; and information upon which a student's initial and continued enrollment is based. The school maintains these records during the student's enrollment and for five years post the student's graduation, withdrawal, or termination date.
- The school maintains indefinitely a permanent official transcript for all current and formerly enrolled students (i.e., graduates and terminated or withdrawn students). The transcript must include, at a minimum, the student's name and unique identifier; the name and address of the school; the program of study; the name and date/term of courses taken; the clock or credit hours and grades earned for each course; any credits accepted for transfer; the cumulative grade point average; the date of program entry; and the date of graduation, termination or withdrawal.
- The school must make transcripts available to students upon request and in accordance with the school's policies.
- The school must securely maintain and protect the above records (physical or electronic) against damage or loss (e.g., fire, water, theft, tampering, etc.).
- The school must maintain student records in accordance with state or federal regulations or law.

2. Period Records are Maintained at the Institution

Intellectual Point will permanently retain a student's official Intellectual Point transcript. This record will include the academic and course progress at the school, including programs of study, dates of enrollment, courses taken and completed, grades, exam results, and indications of the student's status (graduated, probation, etc.). All other student records, including but not limited to the enrollment and financial records, will be maintained by the school for five years after the student's last date of attendance.

3. Access to Student Records

Student records are kept confidential and are only accessible by Student Services Personnel, Finances Services Personnel and institution's executives depending on the case and student in consideration. Faculty only have access to the academic student records that relate to the course being taught.

4. Orderly and Safe Maintenance of Records

Hard copy records are maintained in a digital system that ensures proper filing and retrieving. Student records are kept in a secured system in accordance with the Student Information System and Technical Infrastructure Policies.

5. Evaluation of Records Safekeeping

The institution reviews quarterly the safekeeping of records, confirming that they are maintained as per policy.

6. Confidentiality of Student Records

Our institution adheres to the Family Educational Rights and Privacy Act (FERPA) regarding the rights of our students and their educational records.

7. Procedures for Student Records in the Event of the Institute's Discontinuance

In the case the institution was to discontinue its operations, all student records will be provided to the corresponding regulatory office at SCHEV - the State Council on Higher Education for Virginia.

EQUIPMENT, REPAIR, AND MAINTENANCE PROVISIONS

The equipment necessary for the implementation of this policy is the responsibility of the Senior Vice President for Software Engineering, who coordinates any repairs, purchases, or updates required. Such requests are to be made directly to the Senior Vice President of Software Engineering via email, who will follow up accordingly.

BUDGET

The funding necessary for the implementation of this policy is allocated in the institution's annual operating budget under the line item "Operations and Management." Revisions to the funding need approval by the Chief Financial Officer.

REVISIONS

Revisions to this policy are to be approved at one of the Institutional Assessment and Improvement meetings. Personnel is informed of revisions via email. Revisions are published at the staff and student webpage.

POLICY AVAILABILITY

Intellectual Point's policies and procedures are available for review by administrative staff, faculty, advisory members, and students at <https://compliance.intellectualpoint.com>.