

EDUCATIONAL SERVICES

C-3a PROCEDURE Student Affairs

A **Student Academic File** will typically contain, but is not limited to, the following items:

- Transcripts of high school and college work
- Records of GED
- Application form
- Housing agreements
- Record of test scores
- Pertinent correspondence
- Disciplinary records
- Record of awards and achievements
- Record of health data
- Release of information form

A **Financial Aid File** will typically contain, but is not limited to, the following items:

- Student Aid Reports (SAR)
- Entrance Counseling
- Verification Information
- Promissory Notes
- Work Study Agreements
- Work Study Applications
- Financial Aid Probation, Termination and Appeal Information
- Pertinent Correspondence

A **Placement File** will typically contain, but is not limited to the following items:

- Registration Form
- Student Resume/Data Sheet
- Placement Records Release Forms

Directory Information consisting of the items listed below may be released.

- Name
- Major field of study
- Dates of attendance
- Enrollment status
- Most recent previous school attended
- Degrees and awards received
- Honors and awards received, including Dean's List and other academic honors
- Participation in officially recognized co-curricular activities (e.g. music, sports)
- Weight and height of athletic team members
- Photograph/Video*

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Policy C-3 approved by Board of Governors 12.13.22

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Admissions

It is recommended that a student entering a program of study have a high school diploma or its equivalent. Programs may require a high school diploma or equivalent as a condition for entry. A student must have a high school diploma or equivalent in order to receive an Associate Degree, Diploma, or Certificate. Work toward high school equivalency is offered by Southeast Community College.

Admission to Southeast Community College may require the applicant to complete the following:

- Return a completed application form to the campus to be attended
- Request high school and postsecondary institution transcripts to be sent directly to the College
- Take pre-entrance examinations as required Complete a criminal background check as required by programs/sites

Related Policy: C-3

Adopted by Admin Team: 12/05/22

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Next Review: TBD

Web link:

Tags:

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