TIDEWATER COMMUNITY COLLEGE
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No. 2211   Rev.: 1

Policies and Procedures   **Date: July 25, 2022**

Subject: SAT/ACT Scores and High School Transcripts

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1. <u>Purpose</u>

The purpose of this policy is to provide guidelines for processing Scholastic Achievement Tests (SAT)/American College Test (ACT) and high school transcripts received by the college for general admission.

2. <u>Policy</u>

TCC shall provide appropriate guidelines for the receipt and processing of SAT/ACT scores and high school transcripts. These guidelines shall comply with the Family Educational Rights and Privacy Act (FERPA) (FERPA) (20 U.S.C. § 1232 (g); 34 CFR Part 99),a federal regulation that protects the privacy of student education records, and the Government Data Collection and Dissemination Practices Act

3. <u>Responsibilities</u>

The Vice President for Student Affairs shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with applicable regulations, policies, and procedures of the Virginia Community College System, as well as the laws and regulations of the Commonwealth of Virginia.

4. <u>Procedures</u>

Procedures for the policy are located on the website.

5. <u>Definitions</u>

ACT: The American College Testing (ACT®) is a standardized college readiness assessment for college admission.

CEEB Codes: College Entrance Examination Board (CEEB) are codes used by The College Board to identify institutions of higher learning.

High School Transcript: A certified statement of a student's academic record from the high school.

DMS: A document management system used for archiving, scanning, and retrieving electronic files.

SAT: Scholastic Achievement Test (SAT) is a standardized college admissions test sponsored by the College Entrance Examination Board. Tidewater Community College reviews SAT scores in decision making for appropriate course placement.

SIS: Student Information System, known as PeopleSoft used to store, manage, and update student records

6. <u>References</u>

[Family Educational Rights and Privacy Act FERPA)](#)

[Government Data Collection and Dissemination Practices Act](#)

7. **<u>Review Periodicity and Responsibility</u>** The Vice President for Student Affairs shall review this policy annually on theanniversary of its approval and, if necessary, recommend revisions.

8. <u>Effective Date and Approval</u>
The review and revision of this policy is effective upon its approval by the College President on July 25, 2022.

Policy Approved: Procedure Developed:

<u>Marcia Conston, Ph.D.</u>   <u>Karen Campbell, Ph.D.</u>
President   Vice President for Student Affairs

9. <u>Review and Revision History</u>

The original version of this policy was approved February 5, 2015, signed by Dr. Edna V. Kolovani (Previous President) and Dr. Charles W. Lepper (Previous VP for Student Affairs).

Revision 1

- Updated to reflect a change from the College's Information Center to the Office of the College Registrar
- Reviewed and updated document hyperlinks

Approved on July 25, 2022 by President Marcia Conston, Ph.D.