



<b>Policy Name:</b>	Student Permanent Records					
<b>Section Number:</b>	5.07	<b>Section Title:</b>	Student Affairs			
<b>Policy Owner:</b>	Vice President of Enrollment Services		<b>Last updated:</b>	August 2024	<b>Reviewed:</b>	August 2024
<b>Status:</b>	Active		<b>Due for Review:</b>	August 2029		

### Policy

The Admissions and Records Office shall be responsible for establishing student records. These records shall include applications for admission, high school transcript or HSE scores, and transcripts from other post-secondary institutions. Records will be purged in the following manner:

- Five years after a student leaves the college, applications, high school transcripts, postsecondary transcripts, HSE scores and other admission file information will be destroyed.

The Records Office is responsible for establishing and maintaining permanent records (transcripts), which contain dates of attendance, grades, graduation date, and demographic data. These records remain on permanent file in coordination with the Office of Information Technology.

### JONES COLLEGE STATEMENT OF NON-DISCRIMINATION

Jones County Junior College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: (ADA/ Section 504) Sarah Jones, Director of Counseling & ADA Coordinator, Student Affairs, phone 601-477-4070; email ADACoordinator@jcc.edu and (Title IX) Dr. Brittany Barron, Title IX Coordinator, Hutcheson Hubbard Administration Building, phone 601-477-4127; email brittany.weatherford@jcc.edu. Jones County Junior College, 900 South Court Street, Ellisville, MS 39437.