

GENERAL PHILOSOPHY ON ACADEMIC RECORDS

Jackson State University maintains a permanent academic record for each student enrolled. The Permanent Academic Record contains those grades received from course work completed at Jackson State University along with any transfer of courses and credits from any other accredited institution of higher learning that is used by to fulfill the degree requirements. All records are confidential. Academic records are considered the property of the University. Opportunities are provided for students to inspect and to control the release of information contained in their records in accordance with the Family Education Rights and Privacy Act (FERPA) of 1974.

The purpose of FERPA is to afford certain rights to students concerning their education records. The primary rights afforded are the right to inspect and review the education records, the right to seek to have the records amended, and the right to have some control over the disclosure of information from those records. The Act applies to all education records maintained by JSU which are directly related to a student. Records containing a student's name, social security number, or other personally identifiable information are covered by FERPA.

The Retention and Disposal of Student Records

The Office of the Registrar and Records currently maintains academic records for students previously and currently enrolled. Academic records are stored in a hosted environment with ELLUCIAN located in the Division of Information Technology. Back-ups are stored in another hosted location managed by ELLUCIAN. Academic records that are not retrievable through computer access are stored on microfilm as well as a CD-ROM document imaging system located in the Registrar's Office.

Once the information contained in the academic record has been electronically reproduced, the hard-copy document may be destroyed. However, the contents of those records can be reproduced at such time that the student requests personal examination or disclosure of the academic record be forwarded to another institution of higher learning, a potential or present employer, or any person or persons so designated by the student. The student must make a written request to have the academic record released. The academic record is generated and printed on transcript security paper which prevents duplicating or printing an official copy outside the Office of the Registrar and Records.