

STUDENT RECORDS

Policy:

Pearl River Community College will maintain student records.

Procedure:

The following information on students will be kept in individual folders in the Office of Student Services.

1. College application
2. Transcript(s)
3. Test Scores
4. Incidental information

Paper records are kept for three years after the student is no longer enrolled. After three years the paper records are shredded and a notation is made in the computerized records that paper records have been destroyed.

Discipline records are maintained in a separate file in the Office of Student Services and after a period of time not to exceed three years, the records are destroyed.