


<p>Name of Policy: <u>Student record retention</u></p> <p>Policy Number: 3364-82-230</p> <p>Approving Officer: Dean of the College of Nursing</p> <p>Responsible Agent: Undergraduate Associate Dean of the College of Nursing</p> <p>Scope: UT Health Science Campus College of Nursing</p>	 <p>Original effective date: March 5, 2009</p>
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

(A) Policy statement

The College of Nursing provides safe and secure storage for student academic records.

(B) Purpose of policy

To provide guidelines for storage of student academic records.

(D) Procedure

(1) Records of currently enrolled students are kept in the College of Nursing. These records include:

- Application for admission
- Clinical evaluations
- Correspondence
- Health documents
- Release forms
- Reference letters
- University transcript

(2) Records of previous year graduates are kept in the College of Nursing. These records include:

- application for admission
- Clinical evaluations
- Health records
- Correspondence
- Final transcripts
- Release forms
- Reference letters

University transcript

- (3) Records of graduates of more than one year are boxed, clearly marked, and sent to Health Science Campus archives for permanent storage. These records can be retrieved within one week if necessary. Records permanently stored include:
- Application for admission
 - Clinical evaluations
 - Correspondence
 - Final transcript
 - Health record
 - Reference letters
 - Release forms
- (4) The official undergraduate student academic record is maintained at the university where the student is registered (BGSU or UT).
- (5) The official graduate student academic record is maintained in the Graduate School office on Health Science Campus.

<p>Approved by:</p> <hr/> <p>Timothy Gaspar, Ph.D., RN</p> <hr/> <p>Dean and Professor, College of Nursing</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i></p> <p>Undergraduate Associate Dean of the College of Nursing</p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • CON 04-060 Student Record Retention <p>Initial effective date: March 5, 2009 Review/Revision Date: Next review date: March 5, 2012</p>
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