Name of Policy: Student record retention
Policy Number: 3364-82-230
Approving Officer: Dean of the College of Nursing
Responsible Agent: Undergraduate Associate Dean of the College of Nursing
Scope: UT Health Science Campus College of Nursing

Original effective date: March 5, 2009

(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
(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.

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<th>Approved by:</th>
<th>Policies Superseded by This Policy:</th>
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<td>_________________________________</td>
<td>• CON 04-060 Student Record Retention</td>
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<tr>
<td>Timothy Gaspar, Ph.D., RN</td>
<td>Initial effective date: March 5, 2009</td>
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<td>_________________________________</td>
<td>Review/Revision Date:</td>
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<tr>
<td>Dean and Professor, College of Nursing</td>
<td>Next review date: March 5, 2012</td>
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<td>Review/Revision Completed by:</td>
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<td>Undergraduate Associate Dean</td>
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