

PROCEDURE: SCHOOL OF MEDICAL LAB SCIENCE (MLS.03.09.00.00)
EFFECTIVE DATE: 8/14
REVISION DATE: 3/19, 4/21, 5/24
REVIEW DATE: 3/15, 3/16, 5/17, 5/18, 4/20, 5/23

SUBJECT: RETENTION OF STUDENT RECORDS AND TRANSCRIPTS

PURPOSE:

To establish guidelines regarding the retention of records for enrolled and former students.

POLICY:

1. Student records are maintained by the program director and stored in the program director's office or optically scanned and saved on the Saint Francis secure server.
 - 1.1. Student records may contain the following:
 - 1.1.1. Student Data
 - 1.1.1.1. Dates of admission and completion
 - 1.1.1.2. University
 - 1.1.1.3. Student Status (3+1 or 4+1)
 - 1.1.1.4. Incoming GPA
 - 1.1.1.5. Diversity statistics
 - 1.1.1.6. External certification results
 - 1.1.2. Admission Documents
 - 1.1.2.1. Completed student application
 - 1.1.2.2. University transcripts
 - 1.1.2.3. Academic letters of recommendation forms
 - 1.1.2.4. Employer letters of recommendation
 - 1.1.2.5. Essential Functions form
 - 1.1.2.6. Student letter of acceptance
 - 1.1.2.7. Background check information
 - 1.1.3. Program Documents
 - 1.1.3.1. Proof of professional liability purchase
 - 1.1.3.2. Student Policy and Procedure Acknowledgement
 - 1.1.3.3. Waiver for Release of Confidential Information
 - 1.1.3.4. Waiver for Release of Graduate Student Employer Questionnaire
 - 1.1.3.5. General correspondence from program director or student regarding advisement
 - 1.1.4. Student Evaluations
 - 1.1.5. Counseling Reports
 - 1.1.6. Grades and Credits
 - 1.1.7. Student Awards and Honors

- 1.2. Student data is permanently saved in an electronic file or retained in the Program Statistics book in the program director's office.
 - 1.3. Student files including admission documents and program documents are optically scanned and permanently saved electronically upon graduation.
 - 1.4. Student evaluations include clinical rotation performance, lecture exams, and course material. Clinical rotation performance is scanned, if necessary, and saved electronically.
 - 1.5. Counseling reports are saved in an electronic file or retained in the program director's office for the duration of the NAACLS accreditation cycle.
 - 1.6. Instructor gradebooks are kept for the duration of the NAACLS accreditation cycle for minimum of five years.
 - 1.7. Program transcripts are kept permanently in the program director's office and optically scanned.
 - 1.7.1. Hard copies of program transcripts and university transcripts are saved indefinitely in the program director's office in a locked file cabinet.
 - 1.7.2. Program transcripts are scanned into the computer and saved as a secure PDF document in K:/Lab Education/Transcripts.
 - 1.7.3. Program transcripts are saved as a secure document, accessible only to the program director and lab education coordinator.
 - 1.8. Student awards and honors are saved permanently in the program director's office or optically scanned.
2. Students have access to their file under the supervision of the program director.

REVIEWED BY:

Program Director, School of Medical Laboratory Science