

3364-82-230 Student record retention.**(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.

(C) Procedure

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

(a) Application for admission.

(b) Clinical evaluations.

(c) Correspondence.

(d) Health documents.

(e) Release forms.

(f) Reference letters.

(g) University transcript.

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

(a) Application for admission.

(b) Clinical evaluations.

(c) Health records.

- (d) Correspondence.
 - (e) Final transcripts.
 - (f) Release forms.
 - (g) Reference letters.
 - (h) 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:
- (a) Application for admission.
 - (b) Clinical evaluations.
 - (c) Correspondence.
 - (d) Final transcript.
 - (e) Health record.
 - (f) Reference letters.
 - (g) Release forms.
- (4) The official undergraduate student academic record is maintained at the university where the student is registered: Bowling Green state university (“BGSU”) or university of Toledo (“UT”).
- (5) The official graduate student academic record is maintained in the graduate school office on health science campus.

Effective: 4/20/2020

CERTIFIED ELECTRONICALLY

Certification

04/09/2020

Date

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