

# Student Records Policy and Procedure

## MHPC OCCUPATIONAL THERAPY ASSISTANT PROGRAM

Subject: Students

Number: 508

Title: Records

Date: 2/26/10

Reviewed/Revised: 6/20/16

**Purpose:** To ensure that student records are maintained and kept in a secure location.

**Policy:** Student records regarding admission, enrollment, achievement and fieldwork requirements are maintained and kept in a secure location. Since the degree is conferred by the home campus, final grades will be maintained by that institution and housed in accordance with campus policies and procedures.

**Procedure:**

1. All general education transcripts will be maintained by the home campus and only released to the MHPC OTA Program for purposes of review for admissions processes as outlined in the MHPC OTA Admission Selection Policy.
2. Completed admissions packets will be housed in the MHPC OTA Program Office and kept in a locking file cabinet in a secured office.
3. Course grades for the professional year of the program will be secured in Blackboard and password protected. At the completion of the semester these grades will be entered into the corresponding home campus database as maintained and secured by campus registrars.
4. Student advising paperwork containing student achievement information will be stored electronically on the secured network.
5. Fieldwork site requirement documentation will be maintained in the student's fieldwork file, located in MHPC OTA fieldwork office, in a lockable file cabinet to ensure security.
6. Upon graduation, dismissal or deferral of placement the MHPC Administrative Office maintains the student records in paper format for one calendar year. At the end of that year, the hard copy is scanned into an electronic file stored on the secured network and the hard copy is shredded.