

**Effective Date: January 1, 2019**

**Retired:**

**Revised:**

**Approved by:**

**Maria F. Lima, Ph.D. Dean, School of Graduate Studies and Research**

**Subject:**

Student Records Policy

**PURPOSE:**

**The purpose of this policy is:**

To outline the policy regarding the safeguarding of PA program records.

**POLICY STATEMENT:**

The MMC PA Sciences Program maintains files for all PA students to document academic progress and promotion. The confidentiality and security of education and health records are of primary importance to the MMC PA Sciences Program and the College. The Admissions Coordinator complies with the Family Educational Rights and Privacy Act of 1974 (FERPA).

All records will be secured and only available to authorized personnel. The Admissions Coordinator and the program administrative assistant will store and maintain MMC PA Sciences Program student files. Students will not have access to the records and/or confidential information of other students or faculty. All records will be secured and only available to authorized personnel.

Student files include the following sections:

- Admissions and Enrollment Criteria
  - CASPA full application
  - Background check & Urine Drug Screen
  - Proof of health insurance
  - BLS/ACLS/PALS certifications
  - Student Directory Approval
  - Technical Standard Acknowledgement
  - HIPPA Certificate
  - OSHA Certificate

**Subject:**

Student Records Policy

- Handbook and Policy Acknowledgement
- Student Performance including Academic Progressions
  - Phase I – IV evaluations and final grades
  - Phase V – evaluations and final grades
  - PASPE form
- Remediation efforts and outcomes
- Administrative Action(s)
  - Academic/behavioral disciplinary action
- Completion of Graduation Requirements
  - Documentation that students have met requirements for completion

\*Local current student addresses and telephone numbers must be on file. It is the responsibility of the student to update said directory information in Blackboard.

**DEFINITIONS:**

**PROCEDURE:**

**EXHIBITS:**