



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 77.11, **Permanent Student Record**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to define the permanent student record for students of TTUHSC El Paso and to establish procedures for the secure maintenance of that record.

REVIEW: This HSCEP OP will be reviewed by January 8 of even-numbered years (ENY) by the registrar, the assistant vice president for student services and student engagement (SSSE) or designee, with recommendations for revisions forwarded to the president by March 1.

POLICY/PROCEDURE:

I. Definitions

Permanent Student Record for Students: records that are directly related to a student and that are maintained by an educational agency or institution or a party acting for or on behalf of the agency or institution. Source: 34 CFR § 99.2.

FERPA: The Family Educational Rights and Privacy Act is a Federal law that protects the privacy of student education records.

II. Policy

- A. The permanent record of a TTUHSC El Paso admitted student shall consist of: student name, social security number or student identification number, courses enrolled each term, cumulative grade point average (GPA), term GPA, hours attempted, hours earned, grades, grade points earned, degrees and certificates earned, and academic program(s).
- B. The record may include, but not limited to, Dean's Letters, honors, academic status, and transfer credit. All other documents, while part of the record, must follow the State of Texas Records Retention Schedule for the Texas Tech University System¹.

III. Procedures

- A. The permanent record will be maintained centrally on-line or in an indexed document imaging system.
- B. Online processes and image systems are backed up at appropriate intervals and protected through disaster and recovery procedures maintained by the Texas Tech University System department of Technology Operations and Systems Management (TOSM), which ensures that electronic data can be migrated to new technologies as appropriate.
- C. TTUHSC El Paso constantly reviews the educational records it maintains and periodically destroys certain records. TTUHSC El Paso will not destroy records if prohibited by state or federal law. The student's basic scholastic record is permanently maintained in the Office of the Registrar. Disciplinary records are maintained for at least seven (7) years by SSSE. Academic Success and Accessibility records are maintained for three (3) years after the last date of enrollment.

- D. In most circumstances, TTUHSC El Paso must obtain written permission from a student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without student consent, to the following parties or under the following conditions (34 CFR § 99.31):
- 1) School officials with legitimate interests;
 - 2) Other schools to which the student is transferring;
 - 3) Specified officials for audit or evaluation purposes;
 - 4) Appropriate parties in connection with financial aid to a student;
 - 5) Organizations conducting certain studies for or on behalf of the school;
 - 6) Accrediting organization;
 - 7) To comply with a judicial order or lawfully issued subpoena;
 - 8) Appropriate officials in cases of health and safety emergencies; and
 - 9) State and local authorities, pursuant to specific State law.

¹ The State of Texas Records and Retention Schedule for the Texas Tech University System may be accessed at the Texas State Library and Archives Commission's webpage, *Certified State Agency Records Retention Schedules* (<https://www.tsl.texas.gov/slrn/state/schedules>).