

# READING HOSPITAL SCHOOL OF HEALTH SCIENCES

## POLICY NO. 326

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### **SUBJECT: Retention of Student Records**

Responsibility of: RSHS Program Directors  
Revised: April 2021      Reviewed: April 2021

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**SCOPE:** Enrolled students, former students, and graduates of Reading Hospital School of Health Sciences.

**PURPOSE:** To provide guidance to students, former students, and graduates who desire to have their educational records released during or after enrollment.

**POLICY:** All student records are maintained on a confidential basis in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA).

#### **PROCEDURE:**

The following is the overview of all programs for retention of student records followed by program-specific procedures.

#### **Admission Records**

Admission records of accepted, but not enrolled applicants, as well as denied applicants are maintained for 2 years after the committee renders the decision to accept or deny the applicant.

#### **Health Records**

Health records are maintained by Student Health Services. All items in the health record are maintained for five years (MI for ten years), except for immunization records and blood and body fluid exposure records which are maintained ad infinitum.

#### **Location of Records**

All records are kept in a locked and secure area with access granted to the Registrar, Program Director, or their designees.

#### **Record Accessibility**

Students may review their educational records upon request. The request to review the record is made in writing to the Program Director. An appointment will be scheduled at a time mutually acceptable to student and program official. This review will be in the presence of the Program Director, or their designee. The faculty and administrators of the School have the right of access to academic and related information, as well as persons involved with approval and accreditation per FERPA guidelines.

#### **Student Transcript**

RSHS transcripts are maintained ad infinitum. Student transcripts are released in accordance with policy and procedure and through a formal request using a Request for Release of Records form along with the associated processing fee.

**DEFINITIONS: NA****PROGRAM-SPECIFIC PROCEDURES:****Emergency Medical Services (EMS)**

The student records of Emergency Medical Services programs (Advanced Emergency Medical Technician, Emergency Medical Technician, and Paramedic Education) consist of the following sections:

1. Transcripts and Didactic
2. Laboratory
3. Fieldwork
4. Hospital/Clinical
5. Advisement
6. Enrollment
7. Pre-Admission Records

Documents of program-required competencies within the Didactic, Laboratory, Fieldwork, Hospital/Clinical and Advisement sections are maintained ad infinitum for current, former, and graduated students. All other documents are maintained for 5 years after a student graduates or is withdrawn/terminated.

**Diagnostic Medical Sonography, Nursing, and Surgical Technology**

The record is divided into three parts:

- Cumulative File
- Health File
- Financial Aid Records (if applicable)

The Cumulative File may contain:

- Application
- Interview forms
- References
- Transcript records
- Entrance exam scores
- Correspondence to and from the applicant
- All authority to release information forms
- Clinical performance evaluations

Cumulative files of current and former students are maintained for five years except for the transcript which is maintained ad infinitum.

The Health File contains:

- Pre-admission physical, dental, and lab studies
- Immunization records
- Blood and body fluid exposure
- All other health related information

Financial Aid Records (if applicable):

Financial aid records are maintained in the Financial Aid Office while the student is enrolled in the program and remain there at the time of graduation, withdraw or termination. Financial aid records are retained at a minimum for 3 years from the end of the award year in which the student last attended (for Direct loans) and for 3 years from the end of the award year for which the aid was awarded (Pell grants).

Student Record Accessibility

The request to review the record is made to the Program Director. A review time will be scheduled within 3 school days.

Nursing Program Tests, Quizzes, Formal Papers and Special Projects

The responsible faculty members retain all tests, quizzes, formal papers, and special projects for one semester/session and then they are discarded.

The student may submit a request to review the tests, quizzes, formal papers, and special projects up to one week after a grade has been assigned.

Diagnostic Medical Sonography and Surgical Technology Exams, Quizzes, Clinical Evaluations, Clinical Logs and Clinical Competencies

All records are maintained for 5 years as mandated by accreditation.

**Medical Imaging**

The Medical Imaging record consists of the following sections:

- Transcript Records
- Admission Records
- Attendance Records
- Academic & Clinical Records
- Tests, Quizzes, Formal Papers and Special Projects
- Performance, Advisement and Evaluation Records
- Student Health Records
- Radiation Monitoring Records
- Financial Aid Records

Location and Retention Timeframes:

All records are retained in the RSHS for 10 years unless otherwise noted.

- Transcript Records – maintained ad infinitum
- Admission File: Admission records for graduates, withdrawn and terminated students are retained for **ten years**. Includes application cover sheet, completed application, transcripts, references, entrance exam scores, and interview forms, correspondence to and from the applicant, transcript record, all authority to release information forms.

- Attendance Records: clinical attendance, tardiness records are exported from Trajecsys electronic tracking system and are retained electronically in the RHSHS shared drive (Q).
  - NOTE: Medical Releases / Physician Notes: Hard-copy originals are maintained in the student's RHSHS permanent file ad infinitum.
- Academic and Clinical Records:  
The contents of the student's academic and clinical records are considered part of the student's permanent file. Written authorization from the student is needed in order to release any educational records to a third party, including entities within Reading Hospital and Tower Health System organization (i.e. transcript and attendance records for employment).
- Tests, Quizzes, Formal Papers and Special Projects: While the grade earned is documented on the academic transcript, these items are not considered part of the student record. Faculty members are responsible for retaining these items for their areas of teaching responsibility for one semester.
- Performance, Advisement and Evaluation Records: competency evaluations, performance evaluations, self-evaluations, academic and clinical advisement records, e-mail documentation pertaining to performance, probation & warning forms, action plans, mid and end-of-semester progress forms, exit interviews and documentation of verbal advisement sessions.
- Student Health Records: pre-admission physical, dental and lab studies, immunization records, blood and body fluid exposure and all other health related information collected for and during enrollment. Health files for enrolled students are maintained by Student Health Services. Upon graduation, withdrawal, or termination from the program, the file is maintained by Student Health Services. All items listed in the health files are retained for 10 years except for immunization records and blood and body fluid exposure records which are retained ad infinitum.
- Radiation Monitoring Records: monthly cohort reports are maintained by the Clinical Coordinator or designee and retained in the program office; A copy of the individual annual report is maintained in the student's RHSHS permanent file ad infinitum. Individual annual reports are retained ad infinitum by the sponsoring institution's Radiation Safety Officer (RSO) as well.
- Financial Aid File: All documents pertinent to financial aid for the student. Financial aid files are maintained in the financial aid office while the student is enrolled in the program and remain there at the time of graduation, withdrawal, or termination. Financial aid files are retained at a minimum for 3 years from the end of the award year in which the student last attended (for Direct loans) and for 3 years from the end of the award year for which the aid was awarded (Pell grants).

#### Access to Records

- The request to review the record is made to the Program Director. A review time will be scheduled within 3 school days.
- The following authorized personnel have limited access to student records as necessary for evaluation, documentation, and advisement: Accreditation Personnel, Program Director; Academic Faculty; Admission Committee Members; Clinical Coordinator; Clinical Instructors; Program Secretary; Registrar; SHS Clinical Systems Analyst (IT Specialist/Technology Coordinator); Coordinator of Student Services; Grievance Committee Members.

## **Medical Laboratory Sciences and Phlebotomy**

The student records of Medical Laboratory Sciences and Phlebotomy consist of the following sections:

1. Transcripts and Immunization Records
2. Evaluation, Advisement, and Attendance Records
3. Pre-Admission Records

Documents including transcripts, immunization records, as well as any body fluid exposure records, are maintained ad infinitum for current, withdrawn/terminated, and graduated students. All other documents are maintained for 5 years after a student graduates or is withdrawn/terminated.

**EDUCATION AND TRAINING:** NA

**REFERENCES:** Request for Release of Records form

**COMMITTEE AND COUNCIL APPROVALS:** RSHS Directors Meeting, April 2021

**CANCELLATION:** Reading Hospital or Tower Health policies directly related to this topic shall supersede this RSHS policy. This policy supersedes all previous policies, memoranda, and/or other communications pertaining to this policy.

Reading Hospital School of Health Sciences  
Request for Release of Records

Print name (RHSHS student/graduate): \_\_\_\_\_

Permission is granted to release records to (PRINT CLEARLY):

Name	
Address	
Fax	
Email	

Permission is granted to release the stated records for the purpose of: \_\_\_\_\_

Name during enrollment in the school (printed/legible) \_\_\_\_\_

Student ID number or social security number \_\_\_\_\_

Year(s) of attendance: \_\_\_\_\_

Enrolled program(s) (Check all that apply)

- Nursing
- Phlebotomy
- EMS Program (EMT, AEMT, Paramedic, EMR, PHRN)
- Medical Imaging/Radiologic Technology
- Surgical Technology
- Medical Laboratory Science
- Diagnostic Medical Sonography

I hereby give permission for the Reading Hospital School of Health Sciences to release the following records (check all that apply)

- Official Transcript (\$10.00)
- Grades (Unofficial transcript)
- \*\*Clinical and academic evaluations
- \*\*Other \_\_\_\_\_

\*\* Note: Permission of Program Director or designee required for release of these records. Initial \_\_\_\_\_  
Financial records are released via a separate request form from the Director of Financial Aid

Signature of RHSHS student/graduate \_\_\_\_\_ Date \_\_\_\_\_