



Permanent Records for Undergraduate Students

Policy Number: S - 16

FULL POLICY CONTENTS

Scope	Effective: 2/15/1999
Policy Statement	Last Updated: 1/11/2023
Reason for Policy	
Procedures	Responsible University Office: <i>Division of Health Sciences at IUPUC</i>
ADDITIONAL DETAILS	
History	Responsible University Administrator <i>Division Head</i>
	Policy Contact: <i>Senior Administrative Assistant, 812-348-7250</i>

Scope

Division of Health Sciences at Indiana University Purdue University Columbus (IUPUC) students.

Policy Statement

The Division Head of Health Sciences at IUPUC will take responsibility for maintaining a permanent student record which contains documents related to admission, progression, and graduation. Documents will include:

- High school transcripts
- Letter of admission offer
- Letter of program acceptance
- Program planning record
- Course equivalency forms for course substitutions and/or exceptions if applicable
- Credit transfer report if applicable
- Student skills portfolio
- Signed documents indicating compliance with current student policies and practices
- Correspondence from the Admission, Progression, and Graduation Committee if applicable
- Correspondence related to academic performance and progression if applicable
- Documentation of awards or honors if applicable
- Final copy of the Indiana University transcript or degree audit
- Annual criminal background checks

- Drug screen
 - Immunization records
 - Registered nurse licensure for RN to BSN students
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Reason for Policy

To ensure access to student documents required for internal use and external review by state agencies and national accreditation bodies.

Procedures

1. It is the responsibility of Division Head of Health Sciences at IUPUC to maintain records on all students enrolled in the undergraduate program. These records will be updated as needed throughout the entire period of student enrollment.
 2. Records of graduating students will be reviewed by the recorder or designee to ensure that the above documents are contained within the permanent record.
 3. Permanent records will be kept for a period of five years after graduation or the date of last attendance.
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History

Approved at Synergy 2017

Approved by Faculty Staff Council 4/26/2017

Reviewed by Policy and Procedures Committee 11/19/2019

Approved by Faculty Staff Council 12/12/2019

Reviewed by Policy and Procedures Committee 1/5/2023

Approved by Faculty Staff Council 1/11/2023

Adapted from Division of Health Sciences Core policy number: S_13.

Adapted from Division of Health Sciences Core policy number: H_13, old policy number: I-D-36.