



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

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

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

REVIEW: This HSC OP will be reviewed on January 1 of each even-numbered year (ENY) by the Registrar, with recommendations for revisions forwarded to the Assistant Provost for Student Affairs by March 1.

POLICY/PROCEDURE:

1. Policy.

- a. The permanent record of a Texas Tech University Health Sciences Center 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, admissions records, and academic program(s).
- b. The record may also include 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 TTUHSC. This document can be found at <http://www.ttuhscc.edu/administration/documents/ops/op10/op1009a.pdf>.

2. Procedures.

- a. The permanent record will be maintained on-line or in a document imaging system.
- b. On-line processes and image systems are backed up at appropriate intervals and protected through disaster and recovery procedures maintained by the Technology Operations and Systems Management (TOSM) department, which will insure that electronic data can be migrated to new technologies as appropriate.