



# 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 Operating Policy and Procedure (TTUHSCEP OP) is to define the permanent student record for students of the Texas Tech University Health sciences Center El Paso (TTUHSCEP) and to establish procedures for the secure maintenance of that record.

**REVIEW:** This TTUHSCEP OP will be reviewed on January 1 of each even-numbered year (ENY) by the Registrar or designee, with recommendations for revisions submitted to the Senior Vice President for Academic Affairs or designee by March 1.

### **POLICY/PROCEDURE:**

#### **1. Policy.**

- a. The permanent record of a Texas Tech University Health Sciences Center El Paso credit 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 Dean's Letters, honors, academic status, and transfer credit. All other documents, while part of the record, are temporary in nature and may be destroyed after a period of usefulness.

#### **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 ensure that electronic data can be migrated to new technologies as appropriate.