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 January of even-numbered years (ENY) by the registrar, the assistant vice president for Student Services and Student Affairs (SSSA), and the chief operating officer (COO) or designee, with recommendations for revisions forwarded to the president by March 1.

POLICY/PROCEDURE:

I. 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 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 System.

II. 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 Technology Operations and Systems Management (TOSM) department, which will ensure 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 SSSA. Academic and Disability Services records are maintained for three (3) years after the last date of enrollment.

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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/slrm/state/schedules).