

Student Records Policy and Procedure

MHPC OCCUPATIONAL THERAPY ASSISTANT PROGRAM

Subject: Students

Number: 508

Title: Records

Date: 2/26/10

Reviewed/Revised: 04/29/2020

Purpose: To ensure that student records are maintained and kept in a secure location.

Policy: Student records regarding admission, enrollment, achievement and fieldwork requirements are maintained and kept in a secure location. Since the degree is conferred by the home campus, final grades will be maintained by that institution and housed in accordance with each respective campuses policies and procedures.

Procedure:

1. All general education transcripts will be maintained by the home campus and only released to the MHPC OTA Program for purposes of review for admissions processes as outlined in the MHPC OTA Admission Selection Policy.
2. Completed admissions packets will be housed in the MHPC OTA Program Office and kept in a file cabinet located in a secured office. After one year, applications are scanned and stored electronically on the secured network, and hard copies are destroyed.
3. Course grades for the professional year of the program will be secured in Canvas and password protected. At the completion of the semester these grades will be entered into the corresponding home campus database as maintained and secured by campus registrars.
4. Student advising paperwork containing student achievement information will be stored electronically on the secured network.
5. Fieldwork site requirement documentation and vetting paperwork will be stored electronically on the secured network.
6. Upon graduation, dismissal or deferral of placement the MHPC Administrative Office maintains the student records in an electronic file stored on the secured network and the hard copy is shredded. The AOTA Fieldwork Performance Evaluation For The Occupational Therapy Assistant Student Forms (Level II: Rotation A; Rotation B; and any Remediation Fieldwork) are scanned and stored electronically on the secured network within the student fieldwork records. Additionally, the original AOTA Fieldwork Performance Evaluation for The Occupational Therapy Assistant Student Forms are stored in the fieldwork office for a period of at least 3 years after the student graduates and then shredded.