



California Health Sciences University

CHSU SECURE STUDENT RECORDKEEPING POLICY

This policy defines how CHSU will ensure that all student records, including but not limited to admissions, advisement, academic and career counseling, evaluation, grading and credits, are secured and retained as required by regulatory agencies and accreditation standards.

1. All student records, whether the records are paper or electronic, will be stored within the Student Information System(s). If unable to scan certain paper records, they will be stored in locked, fireproof file cabinets in a secure storage room.
2. In compliance with the Family Federal Educational Rights and Privacy Act of 1974 (FERPA), students will be permitted to review their educational records within 45 days of written request to the Registrar's office. Also, students may restrict disclosure of directory information by completing a "Nondisclosure of Directory Information Form" available from the Registrar's office. The FERPA restriction will remain in effect until the Registrar's office is notified in writing to remove the restriction. The following items are designated as "Directory Information" at CHSU: name, address, telephone number, date and place of birth, academic program, dates of attendance, degrees and honors received, and most recent previous institution attended.
3. Complaints lodged by students through the different pathways will be maintained securely and according to all the provisions of FERPA in the Office of the Provost. The documentation will be maintained separately from the academic records of the student and be made available only for the purposes and to the individuals described in the CHSU Student Conflict Resolution and Complaints Policy.
4. To ensure employees are trained to apply FERPA, all employees of CHSU are required to attend annual FERPA training. The Office of Human Resources shall maintain records of such training. Periodically, CHSU will send FERPA reminders and information through a variety of distribution methods.

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- Policy Owner: Provost
 - Effective Date: 8/20/2018
 - Revised Date:
 - Approval by President Date:
 - Approval by Provost Date: