



Policy: Student Records and Retention	Applicability: PA Sciences Program Students
Policy Owner: PA Sciences Program	Approved By: Dean, School of Graduate Studies
Effective Date: February 25, 2022	Last Reviewed: March 6, 2026
Next Review: February 25, 2027	Contact: (615)321-2933

PURPOSE: The purpose of this policy is to establish consistent procedures for the accurate, secure, and confidential maintenance of all Meharry Medical College Physician Assistant Sciences Program student records. These records document satisfaction of admission requirements, required health screening and immunization verification, academic and professional performance, remediation, disciplinary actions, progression, promotion, and completion of program requirements.

This policy supports informed and consistent decisions regarding student advancement and graduation, protects student privacy by limiting access to authorized individuals, and establishes expectations for record integrity, retention, and disposal in accordance with institutional policies, applicable laws and regulations, and accreditation standards.

POLICY: Meharry Medical College and the Physician Assistant Sciences Program prioritize the confidentiality and security of student education records and maintain these records in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). The Program Director and Program Manager are responsible for maintaining program student files and ensuring that records are securely stored and accessible only to authorized personnel. Students shall not have access to the records or confidential information of other students or faculty. Each student file shall include documentation supporting satisfaction of admission criteria, required health screening and immunization requirements, and the student's academic and professional performance throughout enrollment.

PROCEDURE:

1. The following shall be maintained by the Program include:

- Admission Checklist and Enrollment Criteria
- CASPA Full Application
- Proof of Background Check
- Proof of Health Insurance
- Verification of Immunization
 - Student health records will not be maintained by the program. All medical records (except immunization and tuberculosis screenings) are maintained by Student Health Services.
- BLS Certification
- Technical Standard Acknowledgment
- Handbook and Policy Acknowledgment



Policy: Student Records and Retention	Applicability: PA Sciences Program Students
Policy Owner: PA Sciences Program	Approved By: Dean, School of Graduate Studies
Effective Date: February 25, 2022	Last Reviewed: March 6, 2026
Next Review: February 25, 2027	Contact: (615)321-2933

- HIPAA Certificate
- Student Performance including Academic Progress
 - Didactic Phase - evaluation and grade reports
 - Clinical Phase 2 - evaluation and grade reports
 - Remediation efforts and outcomes
 - Degree Audit, including documentation that students have met requirements for program completion.
- Recommendations
- End-of-Semester Professionalism Assessment
 - Administrative action(s): academic and behavioral disciplinary action
- Student Advising Notes
- Current contact information

2. Students are encouraged to review their academic file regularly

- Permission to review an academic file does not automatically authorize the student to copy any portion of the file.
- Students must submit requests for copies of their academic records in writing to the Program Director.
- Students may not access the academic records or confidential information of other students or faculty.
- Students are responsible for keeping their directory information, including their address, telephone number, and email address, up to date.

3. The following shall be the responsibility of the Meharry Medical College Registrar:

- Maintain an institutional Student Information System that supports accurate recordkeeping and provides needed information and reports to faculty and administration.
- Maintain permanent academic records for all students, including registration, grades, related correspondence, and degrees awarded.
- Assist with preparing federal and state reports concerning matriculated students.
- Provide support and assistance to authorized administrative users of the Student Information System upon request.
- Certify student attendance, academic performance, and enrollment status to outside agencies, as authorized.
- Provide academic transcripts to current and former students upon request.
- Process degree applications, order diplomas and graduation regalia, and assist with graduation ceremonies.
- Verify degrees awarded for licensure and employment purposes.