

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Student Affairs Transfer of Records		SOP #: SA.018.03
Effective Date	02.01.2018	
Last Revision/Review	05.11.2023	

1. Purpose

To outline and define the processes by which student records are transferred to the Custodian of Records once a student is no longer active including Student Withdraw or Graduation.

2. Related Policy/Authority

Policy B2090 Record Retention

3. Faculty/Staff Responsibilities

Office of Student Affairs

4. Definitions/Abbreviations

5. Procedural Steps

1.1 Once the Office of Student Affairs receives notice of a student withdraw from the college, the Office of Student Affairs will transfer all pertinent student records to the Custodian of Records.

Pertinent records include:

- a. Immunization Records,
- b. Department of Health Fingerprinting
- c. Background Check/Drug Screens
- d. Medical Student Performance Evaluation
- e. Academic and Career Counseling Records
- f. Acknowledgement Forms (Computer Device Agreements, Student Handbook Acknowledgement Form, Honor Code Acknowledgement Form, Physician/Patient Relationship Form)
- g. Code of Conduct Information
- h. Student Accommodation Request/Information

1.2 Records transfer

- a. Physical Records will be hand delivered to the Custodian of Records within 3 business days of the withdraw.

1.3 Other student affairs related records are maintained and retained in accordance with the Record Retention policy.

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance

Office of Student Affairs will develop the process and review annually.

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8. Signature

Signature on File

05.11.2023

Department Head of Student Affairs

Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
11.25.2019	1.1	Added MSPE, Academic and Career Counseling Records to Section 1.1		11.25.2019
5.11.2023	All	Formatting adjustments, title updates		5.19.2023