

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Student Affairs Transfer of Records		SOP #: SA.018.02
Effective Date	02/01/2018	
Last Revision/Review	12/1/2021	

1. Purpose

Define the process wherein student records are transferred to the Custodian of Records once a student is no longer active including Student Withdraw or Graduation.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:

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

1.2 Records transfer

- 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	12.1.2021
Executive Director 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
11/25/19	1.1	Added MSPE, Academic and Career Counseling Records to Section 1.1		11/25/19