

MLS HANDBOOK: RETENTION OF MATERIALS

CU 8.0: Retention of Materials

PURPOSE

To establish a uniform policy for the retention of materials used for the evaluation of clinical laboratory science student's academic performance.

EXAMINATIONS AND EVALUATION MATERIALS

Examinations, technical evaluations, and professional behavior evaluations are maintained by the program for a period of at least 30 days after the posting of the student's final grade report. If a grade appeal has not been filed in that time, the program may destroy the examinations and evaluations.

STUDENT RECORDS

Each student's online file shall contain the following while in the program:

1. UNMC application form
2. Copy of official college transcripts
3. Record of transcript evaluation

PERMANENT STUDENT RECORDS

1. Academic transcript (maintained by the UNMC Registrar or home institution registrar) on record with:
 - a. legal name
 - b. grades/credits
 - c. dates of admission
 - d. completion

Documentation of any counseling reports/sessions is maintained for a minimum of two years.

Each student shall have access to their records. No portion of the student's record shall be released without written approval from the student.

Return to MLS Handbook (<https://catalog.unmc.edu/allied-health-professions/medical-laboratory-science-program/#handbooktext>)