

**THE READING HOSPITAL SCHOOL OF HEALTH SCIENCES
CLINICAL PASTORAL EDUCATION PROGRAM
POLICY NO. 52**

SUBJECT: Maintenance of CPE Student Records and Definition of Annual Notice

Responsibility of: CPE Program Coordinator

Originated: June, 2012 Revised: Reviewed: June, 2012

Purpose

To define the length of time the CPE Program will maintain a record of student evaluations and to make provisions for the maintenance of those records in the event the program closes and to define the terms of the “Annual Notice” to students regarding their rights regarding the content of the record.

Policy

In accordance with ACPE Standard 304.4 student records are maintained on file for a period no less than 10 years following the conclusion of the last unit of CPE in which the student was enrolled. In all other respects and as regards compliance with FERPA, CPE student records are maintained in compliance with TRSHS Policy 325.

Procedure

Thinning of Student Files

Each year during the month of January, the program Director reviews student record files and identifies those files over the 10 year limit. Thinning consists of removing all student evaluation materials from the file and disposing of them via the confidential documents recycling system. The face sheet section of the students’ application is also removed and placed in the file marked “Enrollment History.”

Schools Responsibility for File Maintenance

In the event that the Clinical Pastoral Education program should close, or in the event of a program director vacancy, the responsibility for the ongoing maintenance of CPE student files will reside with the School’s Registrar.

Annual Notice

FERPA requires “annual notice” be given current students regarding their right under FERPA to examine their record, request changes and amendment of the record and appeal and seek hearing regarding a judgment not to amend a record as requested. Annual Notice is given in the Student Handbook. This includes a provision to report violation of these protocols to the Chair of the Accreditation Commission at: ACPE, 1549 Clairmont Road, Suite 103, Decatur, GA 30033.”