Academic Records and Documentation

Academic Records
The department is required by the University of Washington, the UW Graduate School, and the American Speech-Language Hearing Association (ASHA) to maintain records related to each student’s program of study. Thus, every student enrolled in our graduate programs has an academic record that is maintained by the department and is retained for six years post-graduation. Student academic records are kept in the Graduate Program Adviser’s (GPA) office and the GPA collects and files all documentation. Please note that most clinical compliance and practicum records are maintained electronically in the Typhon Allied Health Student Tracking System. Students have access to these records throughout their graduate programs and up to three years post-graduation.

SPHSC staff will conduct periodic audits of your records to ensure all documentation is in order and students will be notified of any missing items. Your adviser will also conduct a final advising session/audit with each student during the quarter in which the student plans to graduate. This is to ensure the degree requirements have been met and all documentation is in order for graduation and ASHA certification.

What is in Your Academic Record?
Below is the documentation we are required to maintain:

1. Clinical Degree Program Documentation
   a. Signed Applicant Agreement & Conditions of Acceptance Form*
   b. Signed Essential Functions Form*
   c. Signed UW Medicine Privacy, Confidentiality & Security Agreement*
   d. Background Check Report*
   e. CPR Certification*
   f. HIPAA Privacy Training - Certificate of Completion*
   g. Universal Precautions/ Bloodborne Pathogens Training - Certificate of Completion*
   h. Hazardous Waste Training – Certificate of Completion*

2. Undergraduate Coursework Prerequisites
   a. Official undergraduate transcripts
   b. ASHA coursework documentation via our “Undergraduate Prerequisite Coursework” form
   c. Evidence of completed 25 Observation Hours (SLP Only)

3. Graduate Coursework Documentation
   a. Degree Program Plan
   b. Emphasis Path Selection (Adult or Pediatric)
   c. Practica Schedule *
   d. Clinical Evaluations *

4. Research Documentation (as applicable)
5. Dept/Grad School Correspondence
6. Graduation Checklist / Final Documentation

*Maintained electronically in the Typhon system.
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Graduate Student Documentation Responsibilities
*Maintaining your own personal documentation is a critically important requirement of our graduate programs and we encourage you to take the time now set up an organizational system that you can carry forward into your professional lives.*

While the department maintain copies of documents in your academic record as part of our obligations to the ASHA accreditation board, the Graduate School and University, it is each graduate student’s responsibility to maintain current copies of his/her own paperwork while enrolled in the graduate program and provide copies to outside clinical placement sites and supervisors as requested and applicable. For students completing clinical training, the ability to produce up-to-date documentation is absolutely essential as it can impact your ability to participate in clinical work. Please refer to our “SPHSC Clinical Compliance Policy” for specific instructions regarding clinical documentation maintenance.

Policy Regarding Replacing Lost Documentation

As the number of graduate students in this department has grown, so have the number of student requests to replace lost or misplaced documentation. While we have, and will continue to provide students with replacement copies from our files as able, there is a process for obtaining copies that includes an associated processing fee. Attached to this document please find a “Graduate Student Copy Request Form” that should be completed and submitted to a Graduate Program Advisor to request replacement copies from your academic file. This request form must be accompanied by a fee of $25 per document in order to be processed.

Where to Go For Records Not Housed in the Department

For copies of other materials not kept within the department, you would need to contact the following University offices as follows:
1. The Graduate School / Admissions - records related to prior education experience and admission records
2. University Registrar - official transcripts of courses taken and grades received
3. Student Fiscal Services / Accounting – tuition and fee payment records.
4. VP For Student Life – student disciplinary records
5. Hall Health Center – immunization and healthcare records

Family Education Rights and Privacy Act (FERPA)

FERPA was enacted in 1974 and is a set of regulations that applies to institutions that receive funding from the Department of Education. FERPA was written specifically for students and guarantees them the right to inspect and review their education records, the right to seek to amend education records, and the right to have some control over the disclosure of information from those education records.

An education record is defined as any record that directly identifies a student and is maintained by the institution or educational agency or by a party acting for the institution or educational agency. A key distinction of education records is that education records are shared. Education records can exist in any medium including the following: handwritten, typed, computer generated, videotape, audiotape, film, microfilm, microfiche, e-mail, and others.

Please see the following link for more information on FERPA and how to request access to any of your educational records at the University: [http://www.washington.edu/students/reg/ferpa.html](http://www.washington.edu/students/reg/ferpa.html)