



Policy on the Collection and Retention of Student Health Information

Approved By, Date	Vice President of Student Life, December 16, 2024
Effective Date	March 2022
Last Revision Date	December 2024
Review Date	January 2028
Policy Owner	Center for Health and Wellness, Director
Authored By	Patty Hartshorn, Director

Policy Statement

Goshen College requires that certain student health information be retained during and after a student's enrollment, consistent with the College's policies regarding maintenance, retention, and disposal procedures for all student records. Student health information related to student enrollment, regardless of a student's status (i.e., undergraduate or graduate, on-campus or online, domestic or international, traditional or non-traditional), includes immunization records, medical emergency contact information, and limited health insurance information. This policy is intended to ensure that the college upholds best practices in accordance with state and federal laws, as well as institutional records policies.

The Policy

In accordance with Family Educational Rights and Privacy Act (FERPA) and Goshen College policies, all documentation related to student health information, including immunization records, medical emergency contact information, and related health insurance information will be collected, maintained, and disposed of in accordance with institutional records policies. The items collected in accordance with this policy are for the purposes of securing student(s) health and safety, reducing risk to the student(s), and providing guidance for how best to support health and wellness across the campus community.

Unless specified in the policy, exceptions to the policies in this guide must be approved by the policy owner. It is important to note that the policies in this guide can be changed from time to time. It is the employee's responsibility to ensure understanding of the policies and procedures as well as any revisions.

Policy Purpose

This policy is intended to ensure the appropriate collection, maintenance, retention and disposal of Goshen College student records, as relates to students' health information. This information is collected and retained for the purposes of supporting the health and safety of Goshen College students.

All items related to student health information remain with the student's institutional record during and after the student's enrollment until a period of seven (7) years, at which items associated with the student's record are destroyed. Goshen College will not continue to retain student's health information beyond the seven (7) years, beyond the student's exit from the institution.

Scope

This policy applies to all students regardless of their student status (i.e., undergraduate or graduate, on-campus or online, domestic or international, traditional or non-traditional).

Procedures

Students submit student health information as part of the enrollment processes completed by all new Goshen College students. This information may be submitted electronically through the myGC portal or via a hard copy form provided by Goshen College Health and Wellness.

Student health information is retained with the student's record within the College Student Information System (i.e., Jenzabar) for the purposes of medical emergency contact, enacting campus procedures for the protection of persons not immune to identified illnesses, either by medical or religious exemption, and for the purposes of assessing or reporting aggregate information regarding health-related trends (i.e., immunizations and exemptions, insured and uninsured populations).

Associated Policies

Policy on Student Immunization

Revision History

Date	Description of Revision
December 2024	Changed focus from student expectations (e.g., "submit student health form") to institutional practice (Goshen College collects and stores information for seven (7) years). Removed language in policy around the procedure of placing a health hold on students who do not submit documentation.
November 2024	Clarified practice and application to student population; removed health history requirement.