

Title: Student Records	Policy No.: ADM 1.24	Date: 6/5/08 Rev.:
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Areas Affected: All BSMSON Faculty	Page 1 of 2
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POLICY STATEMENT:
 Bon Secours Memorial School of Nursing maintains records on all enrolled students as well as graduates, students on leave and students who have withdrawn or been dismissed from the School.

- PROCEDURE**
1. Records of applicants, currently enrolled students, withdrawn students and graduates are the property of the School and are maintained in a secure location and handled in a confidential manner.
 2. Pre-entrance medical records and other health records are maintained in the Bon Secours Richmond Employee Wellness Department throughout enrollment. Upon withdrawal or graduation, these records are maintained at the School for three (3) years, after which they are destroyed.
 3. Applicant records include, but are not limited to, application and reference forms, high school and college transcripts, test and placement scores, and relevant correspondence.
 4. Currently enrolled student academic records include application for admission/readmission and other relevant admission data/correspondence, signed Enrollment Agreement, transcripts from other colleges, course grades, clinical evaluations, authorization for release and waiver forms, and other relevant correspondence. These records are maintained throughout enrollment.
 5. The School retains a permanent hard copy of the student's educational background and academic coursework in a secured file location. The School's student information system also stores the electronic version of the transcript.
 6. Nonacademic records of current students, which are filed separately in locked files include: financial aid materials, standardized test scores, and student participation/activities forms. Disciplinary action, grievance, grade review, and honor code violation documents are maintained by the Dean and are destroyed upon the student's graduation or permanent withdrawal from the School.
 7. Financial aid records of current students include financial aid applications, federal student aid reports, tuition sheets, check stubs, promissory notes, letters of intent to repay loans and/or scholarships, notice of access to record, information and correspondence related to other financial aid sources, and statement of compliance of registration. The financial aid officer maintains records and documents required by the United States Department of Education for

Reference Policy # _____

Approved by:		
_____	_____	_____
Signature	Title	Date
Approval History:		
Committees and Dates:		
Director of Registration & Enrollment – 6/08		
Faculty Organization –		
Faculty Forum –		
Key words: _____		

a seven (7) year period following withdrawal or graduation, after which they are destroyed. Financial aid records are maintained as long as needed if the student is in default of School of Nursing student loans.

8. Academic and financial aid records of students on an officially approved Medical or Military Leave are retained while the student is on leave or until the student returns, withdraws, or graduates.
9. Records of withdrawn students who permanently separate from the School include original application, transcripts from other schools, final School of Nursing transcript, authorization for release of forms, financial aid records and withdrawal form. These records are maintained indefinitely in a secure location.
10. Graduate records contain the original application, transcripts from other schools, final School of Nursing transcript, authorization for release forms, and the financial aid record. Financial aid records are retained for seven (7) years. The academic records are maintained indefinitely in a secure location.

ORIGINAL