
F	SUBJECT: Records Retention	
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STANDARD POLICY

POLICY

All student records are to be kept on file by the School of Nursing for five (5) years after completion of the program or dismissal from the program. These records will include the following:

1. Clinical evaluation by faculty and preceptors;
2. Counseling forms (to be submitted as written)
3. All major correspondence such as: degree plan, admission documentation, and acceptance letter;
4. Copies of all standardized test results;
5. Copies of medication calculation examination results.

Test grades are kept by course faculty during the current semester. A printed spreadsheet of the course's enrolled students' grades will be filed with the class cohort gradebook file for retention. Faculty is encouraged to keep representative samples of student work for review by accrediting bodies.

PROCEDURE

- 1) A central file for all nursing students will be maintained by the School of Nursing (SON).
- 2) At the end of each semester, each instructor will add all appropriate work to each of the students' files.
- 3) These files will be secured in the SON and will be destroyed according to SFA University policy.