

**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING**

**ADMINISTRATIVE POLICIES AFFECTING THE
SCHOOL OF NURSING**

TITLE OF POLICY: **ACADEMIC RECORD KEEPING: ENROLLED STUDENTS AND GRADUATES**

ORIGINAL DATE: **November 2017**

LAST REVIEWED/REVISED: **October 2019**

POLICY: The School of Nursing, Student Affairs and Alumni Relations office (SAAR) will create and maintain an official file (electronic and/or hard copy) for all students. While enrolled, the student file for all enrolled students will include the original application/admission materials and a copy of the student's initial curriculum plan.

For undergraduate students, the SAAR file will include records of the students clinical and theoretical experiences and achievements. For graduate students, the department where their program, major or area of concentration is located will keep a file containing a copy of student's curriculum plan, records of the student's clinical experiences and academic achievements and any other relevant documents. The student's advisor in SAAR (undergraduate students) or in their program/major/area of concentration department (graduate students) will maintain a copy of any relevant advisement-related materials. All files will be stored in locked file cabinets.

When the student graduates, SAAR will create an alumni file which will be stored in locked file cabinets for 10 years before sending them to BMR for secure storage. The alumni file (electronic and/or hard copy) will contain a copy of the student's admission materials, copy of un-official transcript, clinical and theoretical experiences and achievements, and other relevant materials. When a graduate student graduates, the department where their program, major or area of concentration is located will send copies of their completed curriculum plan, clinical and theoretical experiences and achievements, and other relevant documents to SAAR for the alumni records.

Storage of Alumni Records:

All alumni files will be stored in locked file cabinets, for 10 years in SAAR, then transferred to BMR for secure storage. Consistent with Pennsylvania State Board of Nursing requirements, BSN alumni records, including the permanent record containing both clinical and theoretical experiences and achievements, will be kept ad infinitum and health records will be kept for 5 years following completion of the program.

Consistent with Pennsylvania State Board of Nursing requirements, nurse practitioner alumni records, including the permanent record containing both clinical and theoretical experiences and achievements, will be kept for 50 years.

The alumni record of graduates from non-nurse practitioner MSN and DNP areas of concentration and the PhD program will be kept for 50 years.

PROCEDURE:

SAAR File:

On admission, SAAR creates a student file which includes the initial application materials, admission documents (the letter of admission, the acceptance form, and other relevant documents), and a copy of the program plan at the time the student was admitted.

While undergraduate students are enrolled in the School, SAAR records will also include records of the students' clinical and didactic experiences and achievements and any other relevant materials such as academic recognition and scholarship letters. All student files will be stored in locked file cabinets.

While graduate students are enrolled in the School, the department where their program, major or area of concentration is located will maintain a student file containing a copy of the current curriculum plan, records of the student's clinical and didactic experiences and achievements, and any other relevant materials such as academic recognition letters, scholarship letters, dissertation, and milestone records. All department files will be stored in locked file cabinets. When the student graduates, the department will send a copy of the file, less advising notes, to SAAR for the alumni record.

At program completion, SAAR creates an alumni file which includes the students' application materials, letter of admission, un-official transcript, the curriculum plan completed, records of their clinical and didactic experiences and achievements, and any other relevant materials such as academic recognition letters, scholarship letters, dissertation and milestone records.

Academic Advising File:

Advisors in SAAR (undergraduate students) or departments (graduate students) will keep an academic advising file for each student. The academic advising file will include advisor notes including any revisions in the original program plan, documentation related to any didactic or clinical issues, and any other materials relevant to advising.

File Storage:

Consistent with Pennsylvania State Board of Nursing requirements, BSN student alumni records will be kept ad infinitum and health records will be kept for 5 years following completion of the program. All records will be stored in locked file cabinets or in BMR secure storage.

Consistent with State Board of Nursing requirements, the alumni record of all students graduating from the nurse practitioner major will be kept in a locked file cabinet in the department where the major/AOC is located for a period of 50 years. The alumni record for students graduating from other graduate programs, majors and areas of concentration will be kept in a locked file cabinet or in BMR secure storage for a period of 50 years.

Reviewed by Dean's Council: 12/17

Revised by Dean's Council: 12/17, 10/19