

**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: **November 2022**

POLICY: The School of Nursing, Student Affairs and Alumni Relations office (SAAR) will create and maintain an official file for all students. The transition from hard to electronic files began in Spring 2020. While enrolled, the student file will include the original application/admission materials, while the initial curriculum plan is located in the University Academic Catalog. 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 hard copy files will be stored in locked file cabinets. Electronic files will be uploaded in Perceptive Content under secured SAAR student files. Beginning in Fall 2022 Clinical Evaluations for Undergraduate students will be kept in Project Concert.

When the student graduates, SAAR will create an alumni file for remaining student hard copy files which will be stored in locked file cabinets for 10 years before sending them to an off-site record secured storage facility. The alumni file (electronic and/or hard copy) will contain a copy of the student's admission materials, clinical and theoretical experiences and achievements prior to 2022, and other relevant materials. When a graduate student graduates, the department where their program, major or area of concentration is located maintains copies of their completed curriculum plan, clinical and theoretical experiences and achievements, and other relevant (PA Code section 73.21 Contents of student record; 21.376 Program records and record maintenance;

Storage of Alumni Records:

All hard copy alumni files will be stored in locked file cabinets, for 10 years in SAAR, then transferred to an off-site record secured storage facility. Consistent with Pennsylvania State Board of Nursing requirements (PA Code 21.122 Record maintenance), 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 (PA Code 21.376), 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 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 electronically or in locked file cabinets. When the student graduates, the department will maintain their alumni record.

At program completion, SAAR creates an alumni file for undergraduate students which includes the students' application materials, letter of admission, and any other relevant materials such as academic recognition letters, and milestone records. Beginning in Fall 2022 Clinical Evaluations for Undergraduate students will be kept in Project Concert.

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 (PA Code 21.122 Record maintenance), BSN student alumni records will be kept ad infinitum and health records will be kept for 5 years following completion of the program. Records will be stored in locked file cabinets or off-site record secured storage facility or Project Concert. secure storage.

Consistent with State Board of Nursing requirements (PA Code 21.376 Record maintenance), 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

Revised: 11/22