

---

**FACULTY OF HEALTH STUDIES**

---

<b>Subject:</b>	Student Record	<b>Date:</b>	
<b>Department:</b>	Nursing/Psychiatric Nursing	<b>Revised:</b>	May 12, 2012/ January 27, 2020
<b>Program:</b>	BN/BScN BScPN/BScMH BScPN/BScMH	<b>Approved at HS Faculty Council:</b>	January 27, 2020

---

**PURPOSE:**

To outline standards for the maintenance of student record information secured by the Faculty of Health Studies.

**POLICY:**

The student record will consist of information collected and maintained about students who have completed a Faculty of Health Studies undergraduate program.

**Components of the Student Record**

- Application for Admission
- Copy of Acceptance Letter
- Copy of Pledge of Confidentiality
- Academic Summary
- Immunization Record
- Clinical Evaluations (including any Performance Improvement Plan (PIP))
- Relevant correspondence

**Access to and Disclosure of the Student Record**

A student may view their student record under the supervision of a Student Advisor or Faculty Member. The student must submit a written request to the Dean of the Faculty of Health Studies for disclosure of contents of the student record. If a student requests a copy of the contents of the student record to be forwarded to educational institutions, funding agencies and/or employers, the Dean of the Faculty of Health Studies is responsible to send a deidentified copy directly to the receiving agency.

**Maintenance and Retention of the Student Record**

Student record files will be maintained and secured by the Faculty of Health Studies Student Advisors for a period of seven (7) years following graduation. After seven (7) years, the content of the Student Record file will be shredded.