

Student Records

The School of Nursing policies regarding student records reflect the belief that both faculty and students have specific responsibilities for which they are accountable. Faculty are responsible for recording information which is performance related, accurate, complete, constructive and objective, as part of their professional role. Students fulfill their responsibility by periodic reviews of their record with their current faculty advisor and by using constructively the information contained therein.

- Access to a student's record is available only to the student, nursing faculty and undergraduate/graduate records clerk.
- The record may be reviewed by the student in the presence of a faculty member.
- The student is responsible for being aware of the contents of the record.
- All evaluative comments on the cumulative record and formal evaluations are signed by the faculty member and the student.
- Students may add comments to their cumulative record or evaluations.
- Students will receive a copy of completed clinical evaluations