READING HOSPITAL SCHOOL OF HEALTH SCIENCES
NURSING PROGRAM
POLICY NO. 326

SUBJECT: Retention of Student Records

Responsibility of: Faculty Organization
Revised: February, 2013 Reviewed: May, 2013

Purpose

All student records are maintained on a confidential basis in accordance with the Family Educational Rights and Privacy Act of 1974.

Procedure

Student/Graduate Record

The Student Record is initiated when application is received. The record is divided into three parts:

- cumulative file
- health file
- financial aid file

The cumulative file contains:

- Application
- Interview forms
- References
- Transcripts
- Entrance exam scores
- Correspondence to and from the applicant
- Transcript record
- Refund Letters
- All authority to release information forms
- Clinical performance evaluations

Cumulative files (current students) and files of students who withdraw or are terminated from the School are maintained in the administrative office.
All items listed in the cumulative file are maintained for five years with the exception of the transcript which is maintained ad infinitum

The health files contain**:**

- Pre-admission physical, dental, and lab studies
- Immunization records
- Blood and body fluid exposure
- All other health related information

Health files are maintained by Student Health Services while the student is enrolled in the program. Upon graduation, withdrawal, or termination from the program, the file is maintained with the cumulative file. All items listed in the health files are maintained for five years except for immunization records and blood and body fluid exposure records which are maintained ad infinitum.

Financial Aid file contains:

All materials pertinent to financial aid for the student

Financial aid files are maintained in the financial aid office while the student is enrolled in the program and remain there until graduation, withdrawal, or termination. Financial aid files are retained for 3 years after the last date of enrollment, and then they are discarded.

Student record accessibility:

A student may request to review her/his educational record in the presence of the Program Director or designee.

The request to review the record is made to the Program Director. A review time will be scheduled within 3 school days.

The faculty and administrators of the School have the right of access to academic and related information.

Persons involved with approval and accreditation of the School may access student/graduate records.

Request for Release of Records form must be completed by a student requesting release of his/her records.

Admission Files

Records of applicants accepted but not enrolled and of rejected applicants are maintained for two years after the committee renders the decision to accept or reject the applicant.

Tests, quizzes, formal papers and special projects

The responsible faculty members retain all tests, quizzes, formal papers, and special projects for one semester/session and then they are discarded.

The student may submit a request to review the tests, quizzes, formal papers, and special projects up to one week after a grade has been assigned.

Reading Hospital School of Health Sciences
Request for Release of Records

1. I hereby give permission for Reading Hospital School of Health Sciences to release the following records (check those that you request):

☐ Official Transcript ($5.00)

☐ Clinical and academic evaluations

☐ Financial Records

☐ Other _____

2. This permission is granted to release the above stated records for the purpose of

_____

3. Permission is granted to release these records to :

Name _____

Address _____
_____
_____

Name During Enrollment in the school (printed/legible)_____

Student ID number or social security number _____

Program (Check all that apply)

☐ Nursing Program

☐ Radiologic Technology/Medical Imaging Program

☐ Paramedic Program

☐ Clinical Pastoral Education Program

☐ Surgical Technology Program

Years of attendance: _____

Signature _____ Date _____