

**MONTANA STATE UNIVERSITY  
COLLEGE OF NURSING**

**POLICY A-30: Procedure**

**TITLE:** CENTRAL STUDENT FILES

**PROCEDURE:**

1. Each student file is routinely maintained at her/his upper division campus for one year after the student withdraws or graduates, and then destroyed.
2. The file of any student who has experienced problems in the program (e.g. academic failure, personal difficulties affecting progress) should be maintained at the upper division campus for one year and then sent to the Bozeman campus to be added to the student's central file.
3. A central file is maintained on the Bozeman campus for each student who has graduated for a period of 10 years. For students who withdraw, central files are kept for 5 years so they are still available should a student request to return to the program during those five years.

**POLICY A-30: Procedure  
ATTACHMENT #1**

MONTANA STATE UNIVERSITY  
COLLEGE OF NURSING

SENIOR STUDENT SUMMARY

With student signature, this summary and cumulative grade point average can be released to persons requesting references from the College of Nursing.

Student: \_\_\_\_\_

Advisor: \_\_\_\_\_

Date of Graduation: \_\_\_\_\_

(If the student prefers not to sign the summary, only materials which are a matter of public record\* will be released.)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Faculty Signature

Refer to the College of Nursing Policy A-30, Senior Summary and Student Files

\*The following are considered a matter of public record. (This listing is subject to change in accordance with federal and/or state regulations.)

- 1) Name of Student
- 2) Address--Campus
- 3) Telephone--Campus
- 4) Class, School, Major
- 5) Dates of MSU Attendance
- 6) Degree Type, Date and Awards