

**MONTANA STATE UNIVERSITY
COLLEGE OF NURSING**

POLICY # A-30

TITLE: CENTRAL STUDENT FILES

POLICY: Central student files will be retained on the Bozeman campus for a specified period of time following graduation or withdrawal.

RATIONALE: Student files are often needed after graduation to verify information for graduate school applications, state board of nursing verifications, and other miscellaneous requests. Students who withdraw often return to the college to complete degree requirements at a later date.

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.

Reviewed/Approved by:

Level I: Executive Council (May, 2014)

Level II: Dean (May, 2014)