

**MONTANA STATE
UNIVERSITY COLLEGE
OF NURSING**

POLICY # D-7

TITLE: CENTRAL FILES FOR GRADUATE COURSES AND CLINICAL MATERIALS

POLICY: A copy of graduate level course materials and clinical assessment documentation will be maintained in the office of the Associate Dean for Graduate Education.

RATIONALE: A central file for course materials assists with continuity/consistency in course offerings and provides ready access to information for on-going course/curriculum development and evaluation. Course materials and clinical evaluation documentation are provided to site evaluators during the accreditation process.

Graduate Level Course Syllabi and Clinical Documentation

1. A copy of the syllabus for every graduate course should be sent to the office of the Associate Dean at the beginning of the semester that the course is taught.
2. Clinical documentation outlined in D-7 procedure will be collected by the clinical coordinators of each program at the end of the semester and sent to the Office of the Associate Dean.

Reviewed/Approved by:

Level I: GAAC (January, 2013, April 2018)

Level II: Associate Dean for Graduate Education (April, 2013, April 2018)