

CENTRA COLLEGE OF NURSING

CATALOG & STUDENT HANDBOOK

Fall 2017 ADDENDUM: **Management of Student Records**

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This handbook is designed to provide students with information about the programs of study at Centra College of Nursing ("College"). It sets forth, in general, how the College operates but the College reserves the right to change policies and procedures without notice. This handbook is not intended to be, and should not be regarded as a contract between the College and any student or other person. Students are held responsible for knowing the information contained in the Catalog & Student Handbook. Failure to read or comply with the Handbook will not excuse the student from accountability. Changes are communicated via the website and MOODLE.

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MANAGEMENT OF STUDENT RECORDS

The Family Educational Rights and Privacy Act, Public Law 93-380 as amended in 1974 (“FERPA”) requires educational agencies to inform eligible students (eighteen or over) and/or parents annually of their rights accorded by the FERPA Act.

Current student records and permanent files of graduates are in locked files in the College. Faculty and staff have access to current student records. Records of graduates are accessible to the Dean, Academic Director of the program, and staff.

Information retained in student records is as follows:

Students (current, withdrawn, graduate, LOA) in locked files

	Retained in student permanent file indefinitely	Retained for 3 years after the award year	Retained for 3 years after separation from college
1.Enrollment agreement	X		
2.Signed attestation of high school graduation or equivalent	X		
3.Admission determination documentation	X		
a. Kaplan Entrance Test	X		
b. Official Transcripts	X		
c. Application	X		
d. References	X		
4.Financial Records		X	
a. ISIR (intitutional student information record)		X	
b. Scholarship applications & Loan request form		X	
c. Award letters		X	
d. Tuition payments			Student Account Record of Payments/Refunds can be printed from Student Database System upon request.
e. Refund calculations			Maintained in Bursar & Student Accounts Managers’ office
f. Evidence of monies returned			
5.Academic Transcript	X		
6.Attendance Records			Course faculty record class/clinical attendance in the learning management system

7. Progress Reports	Academic and/or clinical advisory forms		
8. Evaluations clinical & practicum			A.D.N. & P.N. final clinical evaluations kept in file room All programs: Survey evaluations maintained in Dean's office
9. Documentation of placement activity			Maintained in the Dean's office & back-up documentation in Accreditation Specialist's office