

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
OFFICE OF EDUCATIONAL SERVICES
POLICY & PROCEDURE MANUAL**

Subject: STUDENT ACADEMIC FILE – CREATING/MAINTAINING	Original Issue Date: 7/12/12	Policy #: 430
	Supersedes:	Effective Date: 7/12/12
Committees Consulted: Office of Educational Services	Reviewed & Approved by: Office Manager College Administration Committee	Approved by: Dean, Administrative & Student Services (Signature on file)

PURPOSE:

To ensure all academic files are standardized and accurate

POLICY:

Academic files are:

- Created in a standardized manner for all School of Nursing (SON) students within two weeks of enrollment
- Updated during student’s enrollment in the SON
- Maintained indefinitely.

PROCEDURE:

Dean, Administrative and Student Services/designee:

- Provides Student Clerk with the following documents a minimum of two weeks prior to the start of the semester:
 - New student roster
 - New student documents

Student Clerk:

- Creates and updates academic file within two weeks after the beginning of semester
- Labels file:
 - Name (last name, first name)
 - Original class (e.g. 2014-I)
 - Current class if change in status
 - E-mail address
- Creates file dividers and labels as follows:
 - Registration Checklist/Transcripts
 - Correspondence
 - Evaluations/Academic Warnings
- Types Cover Sheet as front page of file:
 - Name
 - Student ID # or OV (Olive View)
 - Date enrolled
 - Change of status, as applicable including reason
 - Graduation or resignation date

Subject:

STUDENT ACADEMIC FILE – CREATING/MAINTAINING

- Files documents in student academic file in the following sequence, according to category:
 - Cover sheet

- File the following after the Cover Sheet
 - Checkout procedure (filed after graduation or exit)
 - Final transcript (filed after graduation or exit)
 - Preadmission
 - Application – attach picture
 - Pre-entrance test score(s) with pre-admission questionnaire, student rights, test consent form
 - High school transcript(s) or equivalent (e.g. G.E.D.)
 - College transcript(s) includes vocational nurse (VN) transcript. File in the order as written on application
 - Admission/Promotions Committee Summary sheet
 - Curriculum Plan
 - Letter of Understanding and Agreement (LVN only)
 - Miscellaneous
 - Registration Checklist/Transcripts
 - Enrollment & Registration Checklist and attachments e.g. health clearance
 - Signed policies (Exception: selected Human Resources policies are kept with class file)
 - Signed Student Audio Taping Agreement
 - Photo Release
 - Identification Policy Acknowledgement
 - Student mail box form
 - Fire and Safety Class Attendance
 - Academic Honesty and Professional Conduct – Student Agreement
 - Transcripts received while attending the College
 - Correspondence, e.g.
 - Request for Verification of Enrollment
 - Change of Address/Name with documentation
 - Evaluations/Academic Warnings
 - Skills Checklists
 - Academic Warning Notices
 - Clinical Evaluations

- Updates academic file as new information obtained:
 - Cover sheet changes: Name, Change of class including reason, Graduation or resignation date

- Updates related records/notifications designated OES staff as new information obtained

Subject:

STUDENT ACADEMIC FILE – CREATING/MAINTAINING

- Culls student academic file five years post-graduation or student exit. Maintains in file:
 - Cover sheet (with student identifier/number)
 - Application with picture
 - SON final transcript

- Maintains student academic files indefinitely.

PROCEDURE DOCUMENTATION:

REFERENCES:

College policy #430: Student Records – Confidentiality
OES policy #820: Change of Name/Address – Student

REVISION DATES:

July 12, 2012