



IUPUC
DIVISION OF HEALTH
SCIENCES

Permanent Records for Master of Science in Nursing Students

Policy Number: S - 2

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History

Effective: 11/14/19
Last Updated: 2/23/2022

Responsible University Office:
Division of Health Sciences at IUPUC

Responsible University Administrator
Division Head

Policy Contact:
Senior Administrative Assistant, 812-348-7250

Scope

Division of Health Sciences at Indiana University-Purdue University Columbus (IUPUC)
Master of Science in Nursing (MSN) students.

Policy Statement

The Division Head of Health Sciences at IUPUC will take responsibility for maintaining a permanent student record which contains documents related to admission, progression, and graduation. Documents will include:

- Application records
- High school transcripts
- Undergraduate transcripts
- Letter of admission offer
- Letter of program acceptance
- Program planning record
- Course equivalency forms for course substitutions and/or exceptions, if applicable

- Credit transfer report, if applicable
- Signed documents indicating compliance with current student policies and practices
- Correspondence from the MSN Curriculum and Student Affairs Committee, if applicable
- Correspondence related to academic performance and progression, if applicable
- Final copy of the Indiana University transcript or degree audit
- Annual criminal background checks
- Drug screen
- Immunization records
- Registered nurse licensure

Reason for Policy

To ensure access to student documents required for internal use and external review by state agencies and national accreditation bodies.

Procedures

1. It is the responsibility of Division Head of Health Sciences at IUPUC to ensure that records are maintained on all students enrolled in the graduate program. These records will be updated as needed throughout the entire period of student enrollment.
2. Records of graduating students will be reviewed by the academic advisor or designee to ensure that the above documents are contained within the permanent record.
3. Permanent records will be kept for a period of five years after graduation or the date of last attendance.

History

Reviewed by Policy and Procedures Committee 9/25/19
Approved by Faculty Staff Council 11/14/19
Reviewed by Policy and Procedure Committee 2/2/2022
Approved by Faculty & Staff Council 2/23/2022

