

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

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| Subject: STUDENT ACADEMIC FILE – CREATING/MAINTAINING | Original Issue Date: 7/12/12 | Policy #: 430 |
| | Supersedes: November 25, 2019 | Effective Date: January 25, 2024 |
| Individuals / Committees Consulted: Office of Educational Services | Reviewed & Approved by: Director, Office of Educational Services College Governance | Approved by: Dean, College Operations (Signature on file) Provost, College of Nursing and Allied Health (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 from beginning of semester.
- Updated during student’s enrollment in the SON
- Maintained indefinitely.

PROCEDURE:

Director, Office of Educational Services (OES)/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
- 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 #
 - Personal e-mail address
 - 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
 - Application – attach picture
 - TEAS test score(s)
 - Pre-admission questionnaire
 - High school transcript(s) or equivalent (e.g., G.E.D.)
 - College transcript(s) includes License vocational Nurse (LVN) transcript
 - Curriculum Plan
 - Letter of Understanding and Agreement (LVN only)
 - Miscellaneous
 - Checkout procedure (filed the week of graduation or exit)
 - Final transcript (filed after graduation or exit)

- Registration Checklist/Transcripts
 - Enrollment & Registration Checklist and attachments e.g., health clearance
 - Policy/procedure attestations and certificates of completion
 - Signed Student Audio/Video Recording Agreement
 - Photo Release
 - Student mailbox 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
 - Academic Warning Notices
 - Clinical Evaluations
 - Attendance Notifications

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

- Updates records and notifies designated OES staff as new information is obtained

- 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

Subject:

STUDENT ACADEMIC FILE – CREATING/MAINTAINING

- 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

November 25, 2019

January 25, 2024