



Academic Regulation | Standard

Student Files and Work

Student Academic Records

Student academic records (also referred to as a student file) are housed on the School of Nursing's secure K drive. Only teachers and support staff employed by the School of Nursing have access to the K drive. Students may view their own file in the presence of a teacher. It is within the students' right to be aware of the contents of the file and add mutually agreed upon comments to the academic record. Students will set up an appointment with their current teacher of the course that pertains to a file review. Included in the file are Practice Appraisal Forms (PAFs), outstanding records of achievement, evidence of admission requirements, and any instances of discipline. This is also where attendance in practice is tracked. The data recorded in the student file will be performance related, accurate, complete, constructive and objective. A student academic record can be reviewed at any time by a School of Nursing employee in order to better set the student up for success. Review of the student files are done for practice placement purposes and preparing and/or improving the students' learning environment for the upcoming practice experience and/or NRSG course(s).

Replacement copies of Practice Appraisal Forms

All students in the program receive a copy of their fully signed midterm and final PAFs. It is the students' responsibility to retain each PAF they receive until graduation at a minimum. Students are required to maintain these copies within their practice portfolio that is developed in Year 1. In the event the student requires a replacement copy of a PAF(s), the student must put in a request for a copy of the missing PAF(s) to the Assistant Director via email. The student will be charged a fee of 5.00 for each PAF that is requested.

Letters of Recommendation for Employment

Students may require a letter of reference for summer employment or an employment position upon graduation. Throughout the academic program, a strategy we can suggest is to identify potential referees among teachers. In a professional and courteous manner, students are invited to ask if teachers who have directly taught the student would consider serving as a personal referee in the future if needed.

If the teacher involved is no longer a School of Nursing employee you will need to contact that person directly. The school legally **cannot** act as an intermediary. In other words, the School of Nursing is unable to provide personal contact information of people not currently employed with the School of Nursing. Therefore, it is important to make arrangements during the academic program regarding how to contact teachers from whom it has been mutually agreed upon will serve as personal future references.

Information within the Student's Academic Records

To further protect the privacy of the student, as well as the privacy of those who write on a student



file, no information about any student that is contained in the School of Nursing file will be released to anyone outside of the university (e.g., immunization records or criminal record clearance letters). The office of the Registrar at UBC Okanagan campus can release transcripts for courses taken towards any program or degree. The School of Nursing cannot make up letters of reference based on the teacher's comments about the student nor can the School of Nursing summarize or give copies of evaluations to potential employers. With the students' written permission, we are only able to confirm the dates the student attended the School of Nursing.

Sharing Student Information with Parents/Guardians of Students in the Program

Occasionally, parents of students enrolled or accepted into the BSN program will request information about their son/daughter. Providing specific student information is a direct breach of student confidentiality and as such, student information is never shared with a concerned parent or guardian. Parents can be provided with general program information and processes that are applicable to all students and the parent/guardian is advised to contact the student regarding the concern.

Criminal Record Checks

We are only able to confirm for potential employers that students are a student in good standing with the School of Nursing. Copies of criminal record checks are provided to no one, including a student.

Freedom of Information & Protection of Privacy Act (FOIPPA)

Personal information provided on your application and your Academic record is collected pursuant to the *University Act*, R.S.B.C. 1979, c.419 as amended, and the *Freedom of Information and Protection of Privacy Act*, R.S.B.C., 1992, C.61, as amended, S.26. The information will be used for the purposes of admission, registration and other decisions on your academic status at the university.

Information may also be provided to the University student and alumni bodies. Information may also be used for research purposes, including research through the record of the BC Education Records Linkage File. In all cases, when used for research, individual identities will not be disclosed. For more information on FOIPPA, see [Freedom of information and Protection of Privacy Act](#).