

Confidentiality Of Student Records

In accordance with the Family Educational Rights and Privacy Act of 1974, Graham Hospital School of Nursing ensures the confidentiality of student records, and that records (including emergency contact information, the cumulative record, health record, advising record, and financial aid record) will not be released other than emergency situations without the written consent of the student, except in the following situations:

1. to other school officials including faculty within the institution who have legitimate educational interests.
2. to authorize representatives of: a) the Comptroller General of the United States, b) the Secretary of the Department of Education, c) State educational authorities, d) accrediting authorities, e) auditors, f) law enforcement personnel in furtherance of a missing person investigation.
3. in connection with the student's application for and receipt of financial aid.

Records will be maintained in locked files in the office of the Coordinator of Student Affairs.

Individuals, other than the Coordinator, who review records will be required to sign an Educational

Records Review form indicating date and purpose of review.

Approved: 2/18/91

Reviewed: 4/28/97, 2/10/99, 6/30/11, 6/29/12, 5/19/14, 5/22/15, 4/28/16, 5/23/17, 4/16/18, 4/22/19, 1/23/20, 4/19/21, 4/25/22

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