



## SCHOOL OF NURSING POLICY

**Policy Name:** Student Records

**Approval Authority:** Rutgers School of Nursing Faculty

**Responsible Executive:** Executive Vice Dean

**Responsible Office:** Nurse Anesthesia Specialty Track

**Adopted:** 3/1/04

**Last Reviewed:** 5/6/24

**Revisions:** 6/28/13

1. **Policy Statement:** To comply with requirements of the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) and SN concerning maintenance and security of student records.
2. **Who Should Read this Policy:** faculty, administration, and all Nurse Anesthesia students

### 3. Resources and Related Documents:

Council on Accreditation of Nurse Anesthesia Educational Programs (COA).  
*Standard for Accreditation of Nurse Anesthesia Programs*, February 2024  
*Standard for Accreditation of Nurse Anesthesia Programs-Practice Doctorate*, February 2024

<https://www.coacrna.org/wp-content/uploads/2024/03/Standards-for-Accreditation-of-Nurse-Anesthesia-Programs-Practice-Doctorate-editorial-rev-February-2024-1.pdf>

School of Nursing Student Policies  
<http://nursing.rutgers.edu/policies/index.html>

### 4. Policy

Student records will be kept in a secure and confidential manner according to SN policies and in accordance with the requirements of the COA.