

GOOD SAMARITAN COLLEGE OF NURSING AND HEALTH SCIENCE
CINCINNATI, OHIO

POLICY TITLE: RELEASE OF STUDENT INFORMATION FOR REFERENCE BY FACULTY/STAFF

When faculty/staff receive a request for a reference or information on a student or former student the following guidelines must be followed:

1. A signed release is required for any recommendation that includes information from the student's educational record (any non directory information) and/or clinical observation and knowledge.
2. A copy of the student's signed release and completed reference must be maintained in the student's official file in the Assistant Registrar's office.

Any reference should include objective data only. It is required that references not be given by telephone.

Approved By: _____ Date 6/30/05

Effective Date: 3/16/92

Review/Revision Dates: 6/00, 1/02, 8/02, 3/03

Responsible Committee: Faculty Development