

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 Registrar's office.

Any reference should include objective data only. If a faculty wishes to provide a recommendation over the phone, he/she must obtain a FERPA Consent to Release Information from the student (or verify that one is on file with the Registrar before proceeding).

Approved By: Morris Cohen

Date: 03/08/13

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Review/Revision Dates: 6/00, 1/02, 8/02, 3/03, 3/13

Responsible Committee: Professional Development Committee