

TOPIC:

Student Files

---

Information submitted by students and/or faculty for the Nursing Program file will be kept for a period of 5 years. Students will have supervised access to their file. Students may review their files in the presence of the administrator and/or the course faculty. Students may ask for copies of documents housed in these files, excluding reference forms. Only college employees may copy student file information. No records (files) are to be removed by the student. Files may be stored in digitized format.

See [Policy F21](#) – Records Retention Procedures for all other CCCC student documents.