STUDENT FOLDER ORGANIZATION CHECKLIST

Student name: ____________________________  Projected Graduation Date: _____________

FRONT of Folder:
— Degree Advising Plan

SECTION 1  ACADEMIC, ATI, STUDENT CORRESPONDANCE AND CLINICAL PERFORMANCE

— Student Folder Organization Checklist
— Academic Advisement forms—reverse chronological order by semester (Advising Record Sheet and Advising Checklist)
— Academic performance documentation/PASS forms; Student Counseling forms/Student email correspondence
— Midterm/Final Clinical Evaluations / Clinical Unsatisfactory forms (Not RN to BSN Students)
— ATI Testing results/Profile for Comprehensive Predictor (Not RN to BSN Students)
— Academic IP (In Progress forms), Grade Change forms, etc.
— Application for Nursing Degree Plan
— Academic Degree Modification Form
— Handbook Statement of Understanding forms—reverse chronological order by semester

SECTION 2  ADMISSION

— Application Notification Letter (Stapled to inside front of folder)
— Application for Nursing Program/application correspondence, (if any)
— Grade Reports (Proof of Class Completion documents, if any).
— Copy of ACT or SAT results (if available; Not RN-BSN)
— Program Recommendation Letters (RN to BSN students only)
— Academic modifications/course acceptance/transfer permissions (forms, letters or emails)
— Acceptance Letter
— Student Confirmation of Program Acceptance Email/Letter
— ATI TEAS (Pre-admission testing scores) (Not RN to BSN)

SECTION 3  CLINICAL CLEARANCE and BOARD OF NURSING (Very back of folder) NOT RN to BSN

— Urine Drug Screen results
— Background check report
— Immunization Form (and any personal immunizations, prn)
— Copy of TB
— Copy of health insurance
— Copy of CPR card
— Copy of Blue Card from Board of Nurse Examiners showing record is clear
— Board of Nurse Examiners for the State of Texas FAST Fingerprint Applicant Services of Texas Form (if applicable)
— Other BON correspondence, if applicable

Documentation of Advisor Organization of Student Folder  (Signature means you have verified all documents are in above order).

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Updated 10/2012