

Guideline: Student Reference Request

PURPOSE:

The purpose of this guideline is to outline the reference request process for students interested in applying for student employment and/or scholarships.

BACKGROUND:

Students in the NESA BN Programs frequently pursue student employment and/or scholarships during their nursing education and seek instructors' references. A clear process is needed to ensure that the provisions of the *Freedom of Information and Protection of Privacy (FOIP) Act* are complied with during the reference request process.

DEFINITIONS:

Freedom of Information and Protection of Privacy (FOIP) Act: This Act protects an individual's privacy by setting out rules for collection, use or disclosure of personal information by public bodies. It also provides a method of requesting access to information which is not available by other means.

GUIDELINE SCOPE:

This guideline applies to all students enrolled in the NESA BN Programs.

SPECIFICS OF THE GUIDELINE:

1. A student who is seeking a reference must complete the Student Reference Request and return it to the faculty member prior to receiving a reference. *See Appendix A.*
2. Students will also complete the required documentation from the affiliated institution (Lethbridge College and/or University of Lethbridge).

APPENDIX:

Appendix: Student Reference Request Form

RELATED POLICIES/ASSOCIATED GUIDELINES:

REFERENCES:

NOTE: NESAs Guidelines exist within organizational frameworks of policy for Lethbridge College and the University of Lethbridge, and within agreements established with practice partner organizations. If and when NESAs guidelines are found to differ from such policies and agreements, it is important to note that such policies/agreements will take precedence over NESAs guidelines or policies.

Revised By/date:	Approved by/date:
Policy Review Committee: February 2014	NESA Joint Faculty Council: May 12, 2015
Policy Review Committee: April 2016	Not Required: no change
Policy Review Committee: April 2017	Not Required: no change
Policy Review Committee: December 2018	Not Required: no change
Policy Review Committee: January 2019	Not Required: editorial changes
Policy Review Committee: April 2020	Not Required: no change
Policy Review Committee: March 2021	Not Required: no change
Policy Review Committee: April 2022	Not Required: no change