

**Bridgeport Hospital School of Nursing  
School Closure  
Record Request Policy**

**I. POLICY**

Bridgeport Hospital School of Nursing (BHSN) graduates and the non-graduate students who withdrew from the RN nursing diploma program or Allied Health programs (Surgical technology, Sterile Processing Technician) have the right to request access to their records or obtain copies of their file such as a transcript. There are four categories of vital student records: academic, financial aid, financial, and health. Upon BHSN school closure, as of June 1, 2017, the academic and financial aid records (including eight VA records) will be transferred to the University of Bridgeport who will take on the responsibility of managing stored records and will have the authority to release requested records or do an education verification. All student health records and financial will remain at Bridgeport Hospital who will be responsible to maintain and make records available to BHSN graduates/non-graduates. When a graduate is inquiring about references, the graduate should contact the University of Bridgeport School of Nursing. Dean Papp will provide a copy of any reference maintained in the student's file or otherwise confirm dates of attendance and degree.

**II. PROCEDURE**

A graduate/non-graduate's education records are not maintained in one central location. Instead, various departments or institution create and maintain files containing the education records.

A graduate/non-graduate should direct a request for that record to the appropriate department or institution who maintains the file housing of that record. The following should guide the graduate/non-graduate in directing his/her request. In addition, a listing of the location, custodian of those records and contact information will be on the BHSN website -

<https://www.bridgeporthospital.org/medical-professionals/bhsn/transcripts.aspx>

**A. Academic Records – (such as Transcripts)- Custodian: University of Bridgeport**

Office of the Registrar  
Amanda Casciello  
126 Park Avenue  
Wahlstrom Library, Garden Level  
Bridgeport, CT 06604  
Phone: (203) 576-4634  
Fax: (203) 576-4633  
[acasciel@bridgeport.edu](mailto:acasciel@bridgeport.edu)  
[registrar@bridgeport.edu](mailto:registrar@bridgeport.edu)

**B. Financial Aid Records (including the VA records)- Custodian: University of Bridgeport**

Student Financial Services  
Christine Falzerano, Director  
126 Park Avenue

Bridgeport, CT 06604  
Phone: (203) 576-4568  
Fax: (203) 576-4570  
[sfs@bridgeport.edu](mailto:sfs@bridgeport.edu)

**C. Health Records-** Custodian: Bridgeport Hospital  
Occupational Medicine and Wellness Services (previously known as Industrial Medical Center - IMC)

Dr. Nash, Medical Director  
226 Mill Hill Avenue  
Bridgeport, CT 06610  
Phone: (203) 384-3290  
Fax: (203) 384-4234

**D. Financial Records:** Custodian: Bridgeport Hospital  
**1098Ts Years – 2017, 2016 & 2015**

Corporate Finance  
Ping Liu, CPA, MSA  
Senior Tax Analyst  
Phone: 203-688-3433  
F ax: 203-688-9526

**E. References –** University of Bridgeport

School of Nursing  
Dr. Carol Papp, Dean  
Charles Dana Hall, Room 162  
169 University Avenue  
Bridgeport, CT 06604  
Email: [capapp@bridgeport.edu](mailto:capapp@bridgeport.edu)  
Phone: (203) 576-2345