

**AcadAchv1** Forms

**AcadAchv1.1** Assessment referrals

*Form for requesting disability testing through the Counseling and Testing Center.*

If the student does not register with the office after testing at the end of the semester-destroy. If the student registers with the office after testing-destroy seven years from the last semester the student is registered.

**AcadAchv1.2** Teaching Assistant contracts

*Agreement between Student, Academic Achievement and Professor.*

Retain until student graduates.

**AcadAchv1.3** Teaching Assistant Log/Report

*File includes but is not limited to reports generated to document time spent assisting students and all other documentation regarding activities reported by teaching assistants.*

Retain seven years from time turned in by student to office.

**AcadAchv1.4** Request for Services for Students with Academic Disabilities

*Form from Encountering Stonehill (freshman orientation) to initiate contact with the Center for Academic Achievement.*

Retain four years if student does not register with the office. Seven years from last semester the student is registered, if the student registers with office.

**AcadAchv1.5** Registration/Release Form

*Form used to officially register a student with a documented disability and request services and for faculty and others to be contacted by the office. File may include but is not limited to request files, disability documentation and notes from student meetings.*

Retain seven years from the last semester student is registered.

**AcadAchv1.6** Faculty Request for Teaching Assistant

*Form for Faculty used to request a T.A. for the coming semester.*

Seven years from time turned in by student to the office.

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| <b>AcadAchv1.7</b>  | Teaching Assistant Application                     | Seven years from time turned in by student to the office.                       |
| <i>T.A. Application that student completes prior to being hired as a T.A.</i>   |  |   |
| <b>AcadAchv1.8</b>  | Teaching Assistant activities report               | Retain five years in Academic Achievement Center.                               |
| <i>Semester activities reported by teaching assistants.</i>   |  |   |
| <b>AcadAchv1.9</b>  | Student tutor requests                             | Retain four years from when file is closed.                                     |
| <i>All documentation relating to student requesting tutors. File may include, but is not limited to , requests, tutor assignments and other correspondence.</i>                             |  |   |
| <b>AcadAchv2</b>  | Letters to faculty regarding documented disability | Retain seven years from the last semester the student is registered.            |
| <i>Letters to Faculty indicating student is registered with a documented disability and specific accommodations requested.</i>  |  |   |
| <b>AcadAchv3</b>  | Request Files                                      | Retain seven years from the last semester the student is registered.            |
| <i>Requests to mail or fax documentation, requests for accommodations or standardized test. Request for accommodation in summer and study abroad programs.</i>                              |  |   |
| <b>AcadAchv4</b>  | Disability Documentation                           | Retain seven years from the last semester the student is registered.            |
| <i>Paperwork from a licensed professional documenting a disability and reasonable accommodations.</i>   |  |   |
| <b>AcadAchv5</b>  | Notes from students (with disabilities) meetings   | Retain seven years from the last semester the student is registered.            |
| <i>Notes regarding meetings with students saved in students disability files.</i>   |  |   |
| <b>AcadAchv6</b>  | Book Club-BK400                                    | Retain until no longer of administrative need then send to Archives for review. |
| <i>Considered a class for registration purposes. The file includes, but is not limited to, flyers, registration forms and correspondence. Note: As of 2009 run through this department.</i> |  |   |
| <b>AcadAchv7</b>  | Beta Zi  |   |

*Honor Society for part-time students. File includes, but is not limited to, information about the honorary dinner and fundraising process along with information about scholarships awarded to part-time students that the fundraiser provides.*

Retain until no longer of administrative need then send to Archives for review.