Academics   Academic Services

Acadsrv01   Forms

Acadsrv1.1   College Withdrawal Forms and Questionnaire

Form documenting a student's request for withdrawal from the college and exit interview.

Send original to Registrar's Office. Retain copy for seven years in Academic Services Office.

Acadsrv1.2   Major Sheets

Outlines requirements for every major.

Retain until superseded.

Acadsrv1.3   Back on Track Contract

Contract signed by student having academic difficulty at the college to meet periodically with Academic Services during semester to track progress.

Retain seven years from end of academic year.

Acadsrv1.4   Course Transfer Approvals

Form completed by student requesting permission to take a course at another institution and transfer the credits to Stonehill. Form is approved by department chair or Academic services.

Retain in Academic Services until transcript from host institution received and then transfer with official transcripts to Registrar's Office for placement in student's permanent record.

Acadsrv1.5   College Re-Admit Application

Application completed by a former Stonehill student for re-admission to the college.

Retain in Academic Services for one semester and then transfer with official transcripts to Registrar's Office for placement in student's permanent record.

Acadsrv1.6   Study Abroad Course Approvals

Form approving courses to be taken for credit by Stonehill student's studying abroad. Form indicates names and descriptions of courses and total credit awarded.

Retain in Academic Services until transcript from host institution received and then transfer with official transcripts to Registrar's Office for placement in student's permanent record.

Acadsrv1.7   Sixth Course Approvals

Form approving student to add a sixth course to schedule.

Cut off at the end of the fiscal year and retain one year.

Acadsrv2   Reports

Acadsrv2.1   College Withdrawal Report

Report of list of students who withdrew from college during a semester. Report includes name of student, reason for leaving and name of institution to which they may have transferred if applicable.

Permanent, send to Archives when administrative need ends.

Acadsrv2.2   Foreign Language Placement Test

List of Foreign Language Test scores for incoming First-Year Students taken before their first semester at Stonehill.

Retain for four years.

AcadSrv3   Transfer Orientation Files

Agendas and other information relating to orientation for transfer students.

Retain one year.

AcadSrv4   Correspondence

AcadSrv4.1   Notification of Student Absences

Correspondence relating to a student documented absence from classes including but not limited to correspondence from student's physician and notice to faculty.

Cut off at the end of the fiscal year and retain four years.

AcadSrv4.2   Academic Review Board letters to students

Notification to a student of decision made by review board regarding for reinstatement.

Permanent. Retain in Academic Services until administrative need ends then transfer to Registrar's Office for permanent placement in student's permanent record.

AcadSrv4.3   Academic Intervention Requests

Requests from faculty for academic services to contact a student in academic trouble.

Cut off when student graduates, retain four years.

AcadSrv4.4   Back on Track Letters to Students

Letter sent to students informing them that they need to participate in the "Back on track" program.

Cut off at then end of the academic year and retain for four years.

AcadSrv4.5   Notification of Incomplete to student.

Letter notifying student that they have received an incomplete grade and the procedure for making up the work and receiving a grade for the class.

Retain current year plus one year.

AcadSrv4.6   Notice of Academic Integrity and Community Standards Violation

Documentation from faculty and various offices regarding violations.

Retain current year plus four years.

AcadSrv5   Academic Records

AcadSrv5.1   Advance Placement Records

Student Advanced Placement score reports form College Board.

Send original to Registrar's Office. Retain copy in Academic Services Office until student graduates.

AcadSrv5.2   Incoming Transfer Student Records

All records relating to a student who transfers to Stonehill.

Send original to Registrar's Office one semester after student enrolls. Retain copy in Academic Services Office until student graduates.

AcadSrv5.3   Files of non-enrolled transfer students

All records relating to a student who transfers to Stonehill, but who does not enroll.

Cut off at the end of the fiscal year and retain one year.

AcadSrv6   Student Meeting Notes

Notes relating to meetings with students.

Retain until student graduates.

AcadSrv7   Path Program

Includes all records relating to the five day program designed to help first year students make the transition from high school to college.

Retain until student graduates.