

Academics

Registrar

Records Liaison: John Pestana

Registrar1 Student Permanent File

All records relating to students enrolled at Stonehill.

Registrar1.1 Permanent File

The following records in the student file are kept permanently: admissions application, re-admission forms, high school transcripts, other college transcripts, name change authorizations, Advance Placement reports/credits.

Permanent.

Registrar1.2 Non-Permanent File

The following records are retained for a period of five years from date of graduation or withdrawal from the college: acceptance letter correspondence, entrance exam reports (ACT, SAT, CEEB), final degree audit, curriculum change authorizations (course exemptions or substitutions), transfer credit evaluation (domestic/abroad) enrollment verifications, academic review board action letter (probation, separation, dismissal), and withdrawal forms.

Retain five years from graduation or withdrawal from the college.

Registrar2 Academic and Grading Records

Registrar2.1 Grade Lists

Listing of all of all grades awarded in a semester.

Permanent.

Registrar2.2 Graduation Lists

Lists of students who are awarded degrees each academic year.

Permanent.

Registrar2.3 Double Major Applications

Applications by students to have a double major.

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

Registrar2.4 Major and minor declaration forms

Forms completed by students to declare/study a specific major or minor.

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

Registrar2.5 Pass/Fail Requests

Forms completed by students to take a class as pass/fail rather than be awarded a specific grade.

Permanent.

Registrar2.6 Degree Program Transfer Applications

Applications completed by students to change degree programs.

Retain one year after graduation if filed by graduation year, otherwise retain five years.

Registrar2.7 Course Withdrawal Forms

Forms completed by students to withdraw from a registered class.

Cut off at the end of the academic year and retain five years.

Registrar2.8 Course Withdrawal Lists

Lists of students withdrawing from the college during a specific semester.

Cut off at the end of the academic year and retain five years.

Registrar2.9 Withdrawal from College

Retain for five years.

Registrar3 Registration Documents

Registrar3.1 Course Selection (Pre-Registration) Forms

Forms completed by students to choose courses.

Cut off at the end of academic year and retain one year. Note: Electronic Record.

Registrar3.2 Course Selection Forms (First Year Students)

Forms completed by incoming first year students to choose courses.

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

Registrar3.3 Course Selection Balancing Sheets

Reports balancing how many students registered for specific classes.

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

Registrar3.4 Add/Drop-Waiting List Forms

<i>Forms completed by students to drop or add a class or to be put on a waiting list for a class that is filled.</i>	Cut off at the end of academic year and retain four years.
Registrar3.5 Directed Student/Independent Study Applications	
<i>Applications completed by students to complete a Directed Study or Independent study.</i>	Permanent.
Registrar3.6 Directed Student/Independent Study Descriptions	
<i>Descriptions of Directed Study or Independent Study courses proposed by students.</i>	Permanent.
Registrar3.7 Directed Student/Independent Study Descriptions	
<i>Descriptions of Directed Study or Independent Study courses proposed by students.</i>	Permanent.
Registrar3.8 Internship Applications	
<i>Applications completed by students to receive course credit for internships.</i>	Permanent.
Registrar3.9 Hold or Encumbrance Authorizations	
<i>Holds or Encumbrances placed on student registrations because of non-payment of tuition, fees or fines.</i>	Retain until resolved.
Registrar3.10 Learning Community Sign-up Forms	
<i>Forms completed by students indicating preferences for learning-communities.</i>	Cut off at the end of academic year and retain one year.
Registrar3.11 Registration Forms (Summer/Winter Courses)	
<i>Registration forms for intersessions including summer and winter classes.</i>	Cut off at the end of academic year and retain four years.
Registrar3.12 SACHEM Registration Forms	
<i>Forms completed by students requesting credit for classes taken at SACHEM school.</i>	Cut off at the end of academic year and retain four years.
Registrar4 Certification and Data Records	
Registrar4.1 Transcript Requests	

	<i>Requests for transcripts by student.</i>	Cut off at the end of academic year and retain one year.
Registrar4.2	Transcript Acknowledgement Cards	
	<i>Cards sent to requester indicating that an official transcript has been sent as requested.</i>	Cut off at the end of academic year and retain four years.
Registrar4.3	Veterans Administration Certifications	
	<i>Certifications sent that a veteran is enrolled as a student at the college.</i>	Cut off at the end of academic year and retain three years.
Registrar5	Publications/Reports	
Registrar5.1	Catalogues	
	<i>Official printed catalog printed annually. (Also known as Hill Book).</i>	Permanent.
Registrar5.2	Commencement Programs	
	<i>Official Commencement program.</i>	Permanent.
Registrar5.3	Schedule of Classes	
	<i>Institutional list of classes by semester.</i>	Permanent.
Registrar6	Statistics	
Registrar6.1	Degree Statistics	
	<i>Statistical reports of degrees awarded by the College.</i>	Permanent. Send to Archives when administrative need ends.
Registrar6.2	Enrollment Statistics	
	<i>Statistical reports of enrollment numbers.</i>	Permanent. Send to Archives when administrative need ends.
Registrar6.3	Grade Statistics and Distribution	

Statistical reports of grades and distribution of grades.

Permanent. Send to Archives when administrative need ends.

Registrar6.4 Racial/Ethnic Statistics

Reports of racial and ethnic statistics.

Permanent. Send to Archives when administrative need ends.

Registrar7 FERPA Documents

Registrar7.1 Student Requests for Non-Disclosure of Directory Information

Forms signed by students requesting that their information not be disclosed in the published student directory.

Retain until graduation or termination.

Registrar7.2 Student's written consent for records disclosure.

Forms completed by students authorizing release of their records to a third party.

Cut off at the end of the academic year and retain 10 years.

Registrar8 Billing Files

Three

Registrar9 Final Exam Schedules

Retain one year.

Registrar10 Course Schedule Prep Material

Retain one year.

Registrar11 Mid-Semester Deficiency Lists/Reports

Retain for five years.

Registrar12 Re-Admission Lists

Retain five years.