

Simmons College Archives

Simmons College: Retention Schedule for Student Records

January 2012



Simmons College Archives
11/17/2011

STUDENT RECORDS

Matriculated Undergraduate Student Records

These records document the academic progress of matriculated undergraduate students. This series may include but is not limited to Simmons academic transcripts; high school and other college transcripts; applications; notices of admission, readmission, denial and acceptance; grade reports; records of grade changes; reservation of credit requests; petitions for exemption from College regulations and procedures; applications for withdrawal from the College forms; and advanced standing reports.

	Record Holder	Retention Period	Disposition
Official Copy	Office of the Registrar	<i>Final Transcript:</i> Permanent <i>All Other Materials:</i> 5 Years from Date of Graduation or Last Attendance	<i>Final Transcript:</i> Transfer to College Archives <i>All Other Materials:</i> Confidential Destruction
Unofficial Copy	Academic Departments, all other Academic and Student Life Program Offices	5 Years from Date of Graduation or Last Attendance	Confidential Destruction

Non-Matriculated Undergraduate Student Records

These records provide document of undergraduate students who have been denied entry into degree or certificate programs or who have been admitted but have not enrolled. These records may include but are not limited to admission applications; academic transcripts from other institutions; test scores; letters of admittance; and related documentation and correspondence.

	Record Holder	Retention Period	Disposition
Official Copy	Office of Undergraduate Admissions	3 Years	Confidential Destruction
Unofficial Copy	N/A	N/A	N/A

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Matriculated Graduate Student Records

These records document the academic progress of matriculated graduate students. This series may include but is not limited to Simmons academic transcripts; non-Simmons college transcripts; applications; notices of admission, readmission, denial and acceptance; grade reports; records of grade changes; reservation of credit requests; petitions for exemption from College regulations and procedures; applications for withdrawal from the College forms; advanced standing reports; and test scores.

	Record Holder	Retention Period	Disposition
Official Copy	Academic Program / Office of the Registrar	<i>Final Transcript:</i> Permanent <i>All Other Materials:</i> Determined by School or Program	<i>Final Transcript:</i> Transfer to College Archives <i>All Other Materials:</i> Determined by School or Program
Unofficial Copy	All other Academic and Student Life Program Offices	5 Years from Date of Graduation or Last Attendance	Confidential Destruction

Non-Matriculated Graduate Student Records

These records provide document of graduate students who have been denied entry into degree or certificate programs or who have been admitted but have not enrolled. These records may include but are not limited to admission applications; academic transcripts from other institutions; test scores; letters of admittance; and related documentation and correspondence.

	Record Holder	Retention Period	Disposition
Official Copy	Admissions Office of School	3 Years	Confidential Destruction
Unofficial Copy	N/A	N/A	N/A

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Student Records, Financial Aid

These records show evidence of the providing and receipt of financial aid, including applications, federal aid forms, tax forms, award letters and confirmations, verification records, scholarships, fellowships, and awards.

	Record Holder	Retention Period	Disposition
Official Copy	Office of Financial Aid	7 Years from Graduation or Date of Last Attendance	Confidential Destruction
Unofficial Copy	N/A	N/A	N/A

Student Records, Health Center

These records include medical and mental health histories, clinical notes, immunization records, and related materials.

	Record Holder	Retention Period	Disposition
Official Copy	Health Center	10 Years from Date of Last Treatment	Confidential Destruction
Unofficial Copy	N/A	N/A	N/A

Student Records, Residence Life & Student Activities

These records may document residence campus room assignment, disciplinary notes, participation in student activities and athletics, and related materials.

	Record Holder	Retention Period	Disposition
Official Copy	Office of Student Life	5 Years from Graduation or Date of Last Attendance	Confidential Destruction
Unofficial Copy	All Other Departments/ Offices	While Active	Confidential Destruction

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Student Records, Advising

These records document student advising and may include academic program scheduling and advisor's notes.

	Record Holder	Retention Period	Disposition
Official Copy	Faculty advisor / Academic Department	5 Years from Graduation or Date of Last Attendance	Confidential Destruction
Unofficial Copy	N/A	N/A	N/A
