

0585 Student Record File

Description: Documents undergraduate and graduate student acceptance into academic programs, their subsequent progress, related activities, and unofficial copies of academic standings and reports.

Examples: Records may include academic audit requests, academic standing letters, awards and honors, advanced placement documentation, address changes, change of major/minor forms, diploma reorders, excess course petitions, graduation audits, leave of absence and withdrawal forms, outside course authorizations, petitions to late register, reference and recommendation letters, transfer credit validation, correspondence, and any other records related to work and activities pursued by individual students. Additionally, files from students in the law school may contain law school certificates and character and fitness letters.

Retention Period: a) Academic standing letters, advanced placement documentation, change of major/minor forms, graduation audits, leave of absence and withdrawal forms, outside course authorizations, petitions to late register, waivers and substitutions: **Retain for 7 years after graduation or separation, and then securely destroy.**

b) All other records: **Retain for 1 year after graduation or separation, and then securely destroy.**

Authority: 603 CMR § 23.06