

1552 Official Course and Grade Records

Description. Documents the official, full academic history of each student registered and enrolled in University courses.

Examples: Records may include applications for graduation, graduation approvals, graduation lists, change of grade forms, Dean's certifications for transfer or graduate school, extensions of incompletes, independent study records, late course withdrawals, outside course authorizations, privacy hold authorization forms, name change records, audit forms, student demographic data, official transcripts, dismissal letters, and listings of courses taken and grades received.

Retention Period. **Retain permanently in the Registrar's Office.**

Authority: 603 C.M.R. § 23.06