



Office of the Registrar

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Student Record Retention Policy

Purpose:

At New England College, the Registrar's Office is responsible for the management and retention of student academic records. The ongoing maintenance of academic records is vital to preserving historical academic information, student academic requirements and achievements, and complying with legal requirements while disposing of outdated and useless information. The Registrar's Office schedule of record retention is based on AACRAO recommended practices and institutional review. The record retention policies will be reviewed and adjusted when appropriate and necessary. Records not identified in the published policy will be reviewed by the College's Registrar for an appropriate retention period.

Confidentiality:

The U.S. Department of Education defines The Family Educational Rights and Privacy Act (FERPA) as a federal law that gives parents certain rights with respect to their children's education records. These rights transfer to the student when he/she reaches the age of 18 or enters a postsecondary institution. It protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

See <https://studentprivacy.ed.gov> for more info.

In keeping with regulations and standards, the retention schedules for student academic records are as follows:

Description		Retention Period
ADMISSIONS APPLICATION	<i>Application for admission</i>	5 Years since Graduation or Last Date of Attendance
ADMISSIONS MATERIALS	<i>Test scores, high school transcripts, college transcripts, essays, letters of recommendations, etc.</i>	
ADMISSION LETTERS	<i>Admissions decision letters</i>	
CREDIT BY EXAM	<i>AP, IB, CLEP, DANTES, etc.</i>	
ACADEMIC ADVISING RECORDS		
ACADEMIC PETITIONS	<i>Substitutions, waivers, curriculum exceptions</i>	
ACADEMIC PROBATION AND SUSPENSION NOTICES	<i>May include academic warnings</i>	
APPEALS FOR ACADEMIC EXCEPTIONS	<i>Final grade appeals, policy exceptions</i>	

CHANGE OF MAJORS/MINORS		5 Years since Graduation or Last Date of Attendance
COLLEGE TRANSCRIPTS	<i>May include JSTs and other non-collegiate transcripts</i>	
COURSE WITHDRAWALS		
DEGREE AUDITS		
DIRECTED STUDY, INTERNSHIP, INDEPENDENT STUDY CONTRACTS		
FERPA RELEASE	<i>Requests to disclose information (one time disclosures follow same retention as the document it is in reference to; ongoing release follows 5 years since graduation or Last Date of Attendance)</i>	
GRADE CHANGE		
INTENT TO GRADUATE	<i>Graduation declaration</i>	
MISCELLANEOUS ACADEMIC RECORDS		
NAME CHANGE DOCUMENTATION	<i>Includes Name in Use Requests</i>	
SCHOOL WITHDRAWALS		
TRANSFER COURSE APPROVAL	<i>Approval to transfer courses after matriculation</i>	
TRANSFER CREDIT EVALUATION		
VA CERTIFICATION RECORDS	<i>Tuition and fees, COEs, DD-214, etc.</i>	
ADD/DROP AND PASS/NO RECORD REQUESTS		1 Year from Request Date
ENROLLMENT VERIFICATION REQUEST		
REPLACEMENT DIPLOMA REQUESTS		
TRANSCRIPT REQUESTS		
<i>All records above are subject to longer retention if the administrative need has not been satisfied.</i>		
ACADEMIC DISMISSAL		Permanent
ACADEMIC INTEGRITY VIOLATIONS	<i>Plagiarism, cheating</i>	
REQUEST FOR NON-DISCLOSURE OF DIRECTORY INFORMATION	<i>Student FERPA request to opt-out of directory disclosures (permanent until withdrawn)</i>	
PERSON IDENTITY DOC	<i>SSN, DOB, Gender Changes</i>	

**Student records may not contain all the items listed above.*