

Record Retention Schedule

The purpose of this document is to ensure that necessary records and documents at Regis are maintained and that records that are no longer needed by the College are destroyed at the appropriate time.

Office of Academic Affairs

Department	Record Type	Length of Retention
Registrar	Academic Record	Permanent
Registrar	External Transcript	Permanent
Registrar	Degree Audits	Permanent
Registrar	Curriculum Plans	Permanent
Registrar	Graduation Applications	Permanent
Registrar	Academic Catalog	Permanent
Academic Advising	Advising notes (stored in HUB and Starfish)	7 years after graduation or date of last attendance
SON and SHS	Clinical/Practicum/Placement Experience Records	50 years after graduation or last attendance
Division of Professional Studies	MedCerts Certification Placements	6 years
Individual Schools/Center for Internship and Career Development	Internship information	7 years after graduation or date of last attendance
Office of Academic Affairs	Syllabi	Permanent
Office of Academic Affairs	Course Evaluations	5 years
Office of Academic Affairs	Academic Integrity/Academic Probation	Until graduation or last day of attendance

Abbreviations: SAS – School of Arts and Sciences; SBC – Sloane School of Business and Communications; SHS – School of Health Sciences; SON Young School of Nursing; DPS – Division of Professional Studies



Student Records – Maintenance, Security, and Compliance • Colleague

At Regis, the Office of the Registrar and Academic Records maintains the following student records: admission documents, external transcripts, degree audits, curriculum plans, and graduation applications. Student records are permanently maintained and securely stored using Colleague, the electronic student information system used at Regis. Faculty and staff can access Colleague using a direct link via SHARP, the Start Here All Regis Personnel portal. Access by Regis faculty and staff into the Colleague site is dependent on the individual's role and specific criteria need to know information. The Office of the Registrar and Academic Records determines level of access for Colleague. The level of access is determined by role and responsibilities. For academic departments at Regis, access is provided to the dean, associate and assistant deans, program directors, executive and/or administrative assistants, and the director of finance. The Registrar is able to grant and customize access to Colleague for faculty and staff as needed depending upon the individual's role and information requested. Colleague is a password protected system. All Regis accounts are protected by two-factor authentication and are required to have complex passwords which are updated periodically. Regis computers on the Weston campus, and those provided to online or Weston faculty/staff, also required two-factor authentication. These safety measures ensure that access into Colleague is restricted to appropriate personnel. Information Technology Systems regularly provides beginning through advanced workshops on key software applications including Colleague to all faculty and staff.

Student Access to Documents

Students who graduated or attended Regis may access documents through the Registrar's Office. This includes transcripts and syllabi from courses taken. <https://www.regiscollege.edu/academics/registrar-and-academic-records/transcripts-and-verifications>

Information about Clinical Placements should be requested from the Registrar's Office. An email specifying the documentation that is needed should be sent to: registrar@regiscollege.edu.

Students in the Division of Professional Studies: A signed and stamped copy of a student's transcript, education verification letter, or award of program completion (certificate) can be sent by MedCerts via Parchment Services directly to the student, to Core, or to another institution or employer designated on the request ticket. They may also contact MedCerts support team or Core Affiliate.