



# SMITH COLLEGE School for Social Work

## Access to Student Records Form Office of Academic Support Services

Permanent academic transcripts are maintained on-line, and permanent student files are maintained in the Office of Academic Support Services in Lilly Hall. They are available to the student and to administrative officers and members of the resident, adjunct, and clinical faculty of the School who have legitimate need for access.

\_\_\_\_\_ **The permanent student file** includes:

- Materials forwarded from the Admission Office at the time of acceptance: Student application form, transcripts from previous colleges attended, student’s autobiographical statement and test scores (where applicable); and for BSW Advanced Standing students, the employment experience form and case summary; \*
- Narrative evaluations and grades submitted by summer teaching faculty; \*
- Petitions for waiver or transfer credit;
- Student learning contract for field internship;
- Faculty Field Advisor field visit reports;
- Community Project evaluation;\*
- Supervisor’s final field evaluation for each year in the field ;\*
- Recommendations of the Academic and Field Work Performance Standing Committee (if applicable);
- Research project evaluation from student’s research advisor ;\*
- Faculty Field Advisor’s final summary of student’s field internships ;\*
- Correspondence and records regarding academic matters;
- Letters of nomination and/or records of thesis awards;\*
- Notice of professional social work practice violations (if applicable).\*

\* An asterisk denotes items that are kept indefinitely. All other items are destroyed after the student graduates.

Other academic records exist in electronic format and include identifying information about the student and the academic record. The data is accessible only to staff members. Lists of classes, geographical distribution, mailing labels and aggregate statistics are made available to authorized persons within the college community.

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Student Name (print please)	Class Year	Signature of Student
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*Submit this form to the Office of Academic Services, Lilly Hall, room 115. You will be notified, generally within a week, when and where you must present photo identification to view your file. With the exception of transcripts from other institutions, you may request copies of any of the items listed above. Mark a "C" next to the items above to be copied. If you wish to have the copied items mailed to you please provide your address here: \_\_\_\_\_*

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