

Essex County College College Regulation

REG 5-19 STUDENT RECORD MANAGEMENT SYSTEMS

Purpose:

To ensure the proper maintenance of all student records pertaining to academic advisement, admissions/registration and fulfillment of degree requirements.

Application:

1. The Office of Enrollment Services will serve as the official repository for all student records and will maintain a comprehensive file for each student.
2. The student file located and maintained in the Office of Enrollment Services will include, but not be limited to:
 - (a) A transcript evaluation (transfer credit)
 - (b) Admissions application
 - (c) Advisement forms
 - (d) Add/Drop forms
 - (e) Withdrawal forms
 - (f) Curriculum code change form
 - (g) Any other information deemed pertinent to the academic progress of the student

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| Responsible Official(s): | Reference: <i>N.J.S.A. 18A:64-12(o), BP5-2</i> |
| Regulation History: App. 11/95, Rev. 10/01, 07/11, 03/17 | Attachment(s): |