

ARTICLE X: STUDENT POLICIES AND PROCEDURES
Section 1. Student Records and Programs

Policy 1.1: Student Records Retention Policy
Issued: May 1, 2001

- a. Undergraduate Records Retention
 1. Registered Students

Complete files containing ACT reports, high school transcripts, and college transcripts are forwarded to the Records Office, which houses all academic records of registered Chicago State students.
 2. Non-Registered Students

Files for students who were admitted but did not register are housed in the Admissions Office for the period of one year. At the expiration of this period, all records are destroyed.
- b. Graduate Records Retention (sent to Graduate College)
- c. Permanent Records
 1. The following listing details those documents which are maintained as the permanent record file for all Chicago State students:
 - (i) The Chicago State University transcript.
 - (ii) The application for admission.
 - (iii) Evaluation of credits.
 - (iv) Any college and/or high school transcripts.
 - (v) Form DD214 Selective Service.
 - (vi) Test Score Results - ACT, Advance Placement, Miller Analogy.
 - (vii) The graduation application Academic Course Record forms (Major/Minor forms), the Graduation Evaluation.
 - (viii) Any grade change/incomplete removal documents.

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- (ix) Departmental correspondence regarding substitution of courses.
 - (x) Records of disclosure.
 - (xi) Master's degree packet (including):
 - (a) application for admissions to the Graduate College
 - (b) admission letter(s) from Graduate College
 - (c) application for graduation
 - (d) Graduate College signed worksheet
 - (e) test scores and transcripts from other schools
 - (xii) Letters regarding exceptions made to policy.
2. Each student file is purged of extraneous materials as it is prepared for microfilming.

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Policy 1.2: University Scholarship Program
Issued: May 1, 2001

a. Purpose

To coordinate and administer the awarding of scholarships and awards from private donations in cases where recipients have not been designated by the donors.

b. Composition

1 rep - Financial Aid
1 rep - Admissions and Records (Chairperson)
3 - Faculty
1 - Development (non-voting)

c. Responsibilities

1. Prepare and maintain a complete list and calendar for all scholarships and awards administered by the University Scholarship Committee (USC).
2. Identify and adhere to the eligibility criteria of recipients according to the wishes of the donors.
3. The USC shall act as the review and selection body, or delegate this responsibility to a sub-committee.
 - (i) The USC can appoint additional members to assist in the review and selection process.
 - (ii) The USC shall determine the appropriate composition of all sub-committees involved in the review and selection process.
 - (iii) The USC will insure that the review and selection process is fair, equitable, and reflects the wishes of the donor.
 - (a) Require that application or nomination forms be developed and distributed for all scholarships and awards.
 - (b) Review the selection procedures and operational practices to insure that they are equitable.

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- (iv) The USC will assist the subcommittees in developing schedules to complete the review and selection process.
- (v) The responsibilities of the selection body are as follows:
 - (a) Select a chairperson and secretary.
 - (b) Identify number of members to constitute a quorum.
 - (c) Record and submit minutes of meetings to chairperson of USC.
 - (d) Identify recipient population and develop an application or nomination form.
 - (e) Develop written procedures that will be used in the review and selection of the recipient.
 - (f) Conclude the review and selection process in a timely manner.
 - (g) Notify students, in writing, of decision.
- 4. Inform the Foundation's Office of scholarship and award recipients in a timely manner, to insure appropriate publicity, receipt, and follow-up efforts with the contributors.

d. Appeal

The USC will act as an appeal body to deal with concerns and issues raised about the awarding of scholarships and submit its recommendation to the Executive Director of the Foundations Office.

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Policy 1.3: Federal Work Study Program
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- a. Student must have a Work Study award before placement procedures can be initiated. Her/his award must be renewed each fiscal year which begins on July 1 and ends June 30.
- b. All students in the Work Study Program must be certified to be eligible by the Office of Student Employment, where the student will be given:
 1. A referral form indicating if she/he qualifies for Work Study.
 2. An assignment form which must be completed by the hiring department; providing proper account numbers, job description, and all other data requested. (The assignment form is the computer payroll input document; therefore, incomplete forms may result in the delay of payment to employees). All required forms must be returned to the Student Employment Office prior to the submission of the first time sheet.
- c. Federal guidelines require daily monitoring of hours worked; supervisors are responsible for certifying hours worked.
- d. Student employees will be paid only for hours worked. Hours in excess of a maximum of 20 hours per week while classes are in session, more than 8 hours in 1 day, or more than 6 hours in a row without a break period cannot be charged to the Work Study Program.
- e. All time sheets submitted for payment must have the signature of the supervisor authorized to sign (signature card on file in Student Employment Office), the proper fiscal agent's signature, and the student's signature. If any signatures are missing, time sheets must be held for correction and cannot be processed until the following payroll period.
- f. Every effort will be made to cooperate in the referral of as many available students as necessary for the smooth operation of all departments, and in return student employers are asked to cooperate in:
 1. completing necessary forms;
 2. carefully monitoring the time sheets of all students employed; and

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3. notifying the Student Employment Office of openings by submitting Job Request Cards.