

SMITH COLLEGE
School for Social Work

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

Permanent academic records are maintained online, and hard copies are maintained in the Office of Academic Support Services in Lilly Hall or in College Archives. They are available to the student and to administrative officers and members of the resident and adjunct faculty of the School who have legitimate need for access.

The **official transcript** includes name, dates of attendance and notations of leave of absence or withdrawal, notation of probation, course numbers, titles, credits, grades, internship agencies and grades, thesis title, degree and date. Any credits transferred from other colleges toward the social work degree are also listed. Copies of transcripts ordered by students to be sent outside the college contain this information.

The **permanent student file** includes:

1. Narrative evaluations and grades submitted by summer teaching faculty;
2. Student learning contract for field internship;
3. Faculty Field Advisor field visit reports;
4. Community Practice Project evaluation;
5. Supervisor's final field evaluation for each year in the field;
6. Research project evaluation from student's research advisor;
7. Faculty Field Advisor's final summary of student's field internships;
8. Letters of nomination and/or records of thesis awards;
9. Final transcript; (*To receive a copy of your final transcript you must complete a transcript request form (sww.smith.edu/students/registrar)*)
10. Summary document of Academic Performance Review (if applicable) and documentation of any subsequent resolution of sanctions arising from the Review (see [601.5 - Notification of the Review Outcomes](#)).

Student Name (print please)

Class Year

Signature of Student

Submit this completed and signed form to the Office of Academic Services, Lilly Hall, Room 110. You will be notified, generally within a week, when and where you must present photo identification to view your file. You may request copies of any of the items listed above by circling the number next to the item. To receive a copy of your final transcript you must complete a transcript request form (sww.smith.edu/students/registrar). If you wish to have the copied items mailed to you please provide your address here:
