

Office with Oversight Responsibility Once Student Matriculates				
Name/Type of Document	Registrar's Office	Student Affairs Office	Office of Safety & Security	Retention Status
Academic standing records (good standing, probation, suspension, dismissal)	X			Permanent
Academic transcripts	X			Permanent
Address change forms	X			1 year
Advanced Placement and International Baccalaureate test scores	X			Permanent
Advisors' record cards with photos		X		6 years after graduation or permanent separation (resignation, permanent dismissal, matriculation at another institution, etc.)
Applications for Incomplete Grade	X			1 year after Incomplete turned to a regular grade
Applications for Transfer of Credit	X			Permanently for courses transferred. If no transcript is received by graduation or by permanent separation (resignation, permanent dismissal, matriculation at another institution, etc.), then no original is kept
Change of (residency) status forms	X			Original kept 1 year after graduation or permanent separation (resignation, permanent dismissal, matriculation at another institution, etc.)
College Entrance Examination Board scores	X			Permanent
Comment and failure cards		X		6 years after graduation or permanent separation (resignation, permanent dismissal, matriculation at another institution, etc.)
Course offering worksheets	X			10 years
Course registration records (Round I, Round II, and Add/Drop)	X			2 years
Deans' Notes covering meetings/conversations with student		X		6 years after graduation or permanent separation (resignation, permanent dismissal, matriculation at another institution, etc.)
Degree audit records	X			6 years after graduation or permanent separation (resignation, permanent dismissal, matriculation at another institution, etc.)
Disciplinary and administrative student conduct case files		X		6 years after graduation or permanent separation (resignation, permanent dismissal, matriculation at another institution, etc.)
Enrollment forms	X			6 years after graduation or permanent separation (resignation, permanent dismissal, matriculation at another institution, etc.)
Enrollment Verification request forms	X			1 year
Grade change notices from faculty	X			Permanent
Grade submissions from faculty	X			Permanent
List of graduates	X			Permanent
Major and minor certification records	X			6 years after graduation or permanent separation (resignation, permanent dismissal, matriculation at another institution, etc.)
Major/minor declaration and change forms	X			1 year after graduation or permanent separation (resignation, permanent dismissal, matriculation at another institution, etc.)
Minutes of the Recording Committee	X			Permanent
Miscellaneous correspondence with student/about student		X		6 years after graduation or permanent separation (resignation, permanent dismissal, matriculation at another institution, etc.)
New course proposals	X			Permanent
Notifications of prizes and awards		X		6 years after graduation or permanent separation (resignation, permanent dismissal, matriculation at another institution, etc.)

Official transcripts from other colleges/universities attended, including off-campus study programs	X			Permanent
Petitions to the Recording Committee		X		6 years after graduation or permanent separation (resignation, permanent dismissal, matriculation at another institution, etc.)
Readmission materials		X		6 years after graduation or permanent separation (resignation, permanent dismissal, matriculation at another institution, etc.)
Record of outcome in disciplinary and administrative student conduct matters leading to fines or warnings		X		6 years after graduation or permanent separation (resignation, permanent dismissal, matriculation at another institution, etc.)
Record of outcome of disciplinary and administrative student conduct matters leading to probation, suspension, or dismissal		X		Permanent
Request for electronic services forms (auditor forms)	X			1 semester
Residence status records (here, leave of absence, suspension, dismissal, resigned, etc.)	X			1 year after graduation or permanent separation (resignation, permanent dismissal, matriculation at another institution, etc.)
Secondary school transcripts		X		6 years after graduation or permanent separation (resignation, permanent dismissal, matriculation at another institution, etc.)
Security reports			X	Permanent
Signed copies of academic honor code/social code pledge		X		6 years after graduation or permanent separation (resignation, permanent dismissal, matriculation at another institution, etc.)
Student folder log indicating who has used file		X		6 years after graduation or permanent separation (resignation, permanent dismissal, matriculation at another institution, etc.)
Transcript request forms	X			1 year

[For more information contact Martina Duncan, Registrar.](#)

Policy adopted as of December 1998.

Records retention schedule updated September 2018.