

STUDENT ACADEMIC RECORDS DISPOSITION SCHEDULES

Record Name	Office of Record	YEARS TO RETAIN	
		Office of the Registrar - Official Record	Academic Depts., Colleges - Other Records
<u>Course Records</u>			
Course Approvals	Registrar	Permanent	Updated Syllabi - Permanent
Course Reports (Including EAP)	Registrar	Permanent	
Course Revision	Registrar	Permanent	
<u>Individual Student Records</u>			
Student file	Registrar/Department/College	1 year after graduation, or 5 years after last attendance	1 year after graduation, or 5 years after last attendance*
Transcript	Registrar	Permanent	
Evaluations (original source docs)	Registrar	Permanent	
Comprehensive Evaluation	Registrar/Department*	Permanent	1 year after graduation, or 5 years after last attendance*
<u>Miscellaneous Student Records</u>			
Add by Petition	Registrar	1 year	
Advance Placement Exam Score Sheets	Registrar/College*	Permanent	1 year after graduation, or 5 years after last attendance*
Advance Standing Credit Memos	Registrar/College*	Permanent	1 year after graduation, or 5 years after last attendance*
Certificates of Completion	Registrar	1 year	
Change of College	College		1 year after graduation, or 5 years after last attendance
Credit by Petition	Registrar	1 year	
College Assessment	College		Permanent
Deceased Student Reports	Registrar	Permanent	
Declaration or Change of Major/Minor	Department		1 year after graduation, or 5 years after last attendance
Final Graduation Lists	Registrar	Permanent	
Initial and Subsequent Credit Evals	Registrar/College*	Permanent	1 year after graduation, or 5 years after last attendance*
International Transcripts	Registrar	Permanent	
Instructor-Initiated Change of Grades	Registrar	Permanent	
Letters of Reciprocity	Registrar	1 year	
Name and Student ID Changes	Registrar	Permanent	
Part-Time Application	Registrar	1 year	
Petition for Declaration of Individual Major	Registrar/College	Permanent (copy of petition only)	Permanent (Individual Major Full Record)
Petition for Removal of Incomplete	Registrar	Permanent	
Petition for Substitution/Waiver	Registrar	Permanent	
Petition for Withdrawal/Leave of Absence	Registrar/College	5 years	2 years (copy)
Power of Attorney	Registrar	Permanent, or for duration specified	
Progress Check for Graduation Requirements	Registrar/Department/College	1 year after graduation, or 5 years after last attendance	
Request for Non-Release of Public Information	Registrar	Permanent	
Statement of Legal Residence	Registrar	3 years	
Subpoena	Registrar	After 3 years, contact Information Practices Office, 9-4003	
Thesis Evaluation	Department		Permanent
Verification of Enrollment, Major/Minor	Registrar	1 year	
Veterans Certifications	Registrar	3 years after benefits awarded	

* Copy may be retained at the student's college or department. If the college or department does not retain, the copy should be sent to the Office of the Registrar for permanent retention.