

Record Name	Number of Years	Department
Academic Calendar	Current Year + 7 Years	Registrar
Academic Integrity Policy Transcript Notations	Registrar's Office-(5 years for paper files) Student Affairs office (5 years after last attendance/graduation for paper files) Notation on transcript is permanent	Registrar and Student Affairs
Academic Plans /Checklist	Permanent	Registrar
Add/Drop Form	1 Year after date submitted	Registrar
Advanced Placement/AP/IB	5 years after graduation/last attendance	Registrar/OAS
Class Rosters	Permanent	Registrar
Class Scheduling Final Course Schedule w/Enrollment Report	Permanent	Registrar
Classroom Assignments	1 year	Registrar
Clearinghouse and Deferment Information	Permanent	Registrar
Checklist (final degree audit)	Permanent	Registrar/OAS/Grad Program
Course catalog (course number, title, description for any course offered active and inactive)	Permanent	Registrar
Course Grades	Permanent	Registrar
Course Registrations	Undergrad- Graduation + 1 Year Graduate- 8 years	Registrar
Course Section Listing for a Specific Term	Permanent	Registrar
Course Wait Lists	1 year	Registrar
Cross Enrollment forms	1 year after submitted	Registrar
Deans List	Permanent	Registrar/Class Deans
Diploma Requests (Duplicate)	5 years after date submitted	Registrar
Dismissal (academic )	5 years after graduation/last attendance	Registrar/OAS
Dismissal ( disciplinary)	5 years after graduation/last attendance	Registrar/Student Affairs
Grade sheets/grade changes	Permanent	Registrar
Grades	Permanent	Registrar
Graduate Awards	Permanent (Separately or within Commencement Programs)	Registrar
Graduate Honors	Permanent (Separately or within Commencement Programs)	Registrar
Graduation documentation (electronic records, final acad plan in system, program, ranking, master spreadsheets on file for recent years)	Permanent	Registrar
Independent Research forms	1-Year	Registrar
Leave of Absence Requests	Leave Term + 6 Years	Registrar
Mid-semester warnings	1 Year	Registrar
Name Changes	5 years after graduation/last attendance	Registrar
Over-Enrollment in class	1 Year	Registrar
Prerequisite Waived	1 Year after placed	Registrar
Registration booklet with schedule	Permanent	Registrar
Registration cards/forms	Permanent	Registrar
Special student applications (example visiting, non degree, senior citizens)	Permanent	Registrar
Statistics (enrollment reports by semester provided to college, gov't, external media, etc..)	Permanent	Registrar
Status Changes- Leave of Absence and Withdrawal from College	5 years after graduation/last attendance	Registrar
Student Opinion Surveys	1 Year	Registrar
Suspension (academic)	5 years after graduation/last attendance	Registrar/OAS/Grad Program
Suspension (disciplinary)	5 years after graduation/last attendance	Registrar/OAS/Student affairs/Grad Programs
Transcript Requests	1 year	Registrar
Transcripts	Permanent	Registrar
Transfer Credit	5 years after graduation/last attendance	Registrar/Class Deans/Grad School
Variance	1 Year	Registrar
Variance	1 Year	Registrar
Veterans certification (certificates of eligibility and payment)	3 years after graduation	Registrar
Waiver credit (see adv standing and transfer credit)	5 Years after attendance	Registrar
Withdrawal from course (W grade)	1 Year after date submitted	Registrar
Withdrawal request (from college)	Permanent	Registrar