

Record Name	Number of Years	Department
Course Grades	Permanent	Registrar
Grade sheets/mid sem grades/grade changes	Permanent	Registrar
Grades	Permanent	Registrar
Academic Plans /Checklist	Permanent	Registrar
Checklist (final degree audit)	Permanent	Registrar/OAS
Graduation documentation	Permanent	Registrar
Course Registrations	Undergrad- Graduation + 1 Year; Graduate- 8 years	Registrar
Registration cards/forms	Permanent	Registrar
Academic Calendar	Current Year + 7 Years	Registrar
Academic Integrity Policy-Transcript Notations	Permanent	Registrar
Add/Drop Form	1 Year after date submitted	Registrar
Advanced Placement/ also see UG transfer credit AP/IB, Grad transfer credit	5 years after graduation/last attendance	Registrar/OAS
Class Rosters	Graduation + 1 Year	Registrar
Class Scheduling Final Course Schedule w/Enrollment Report	Permanent	Registrar
Classroom Assignments	1 year	Registrar
Clearinghouse and Deferment Information	Permanent	Registrar
Course catalog	Permanent	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)		
Dismissal (academic or disciplinary)	Permanent	Registrar
Exam Excuse	Current Year + 1 Year	Registrar
Final makeup exam scheduling	1 year after	Registrar
Graduate Academic Standards Committee actions	Graduation +6 Years	Registrar
Graduate Awards	Permanent (Separately or within Commencement Programs)	Registrar
Independent Research forms	1-Year	Registrar
Leave of Absence Requests	Leave Term + 6 Years	Registrar
Name Changes	Permanent	Registrar
Over-Enrollment in class	2 Years	Registrar
Prerequisite Waived	1 Year after placed	Registrar
Registration booklet with schedule	Permanent	Registrar
Special student applications (example visiting, non degree, senior citizens)	Permanent	Registrar

Record Name	Number of Years	Department
Statistics and enrollment reports	Permanent	Registrar
Status Changes		
Student Files	Permanent - GPSA and OAS cull after commencement -	Registrar/ Office of Academic Services/ Graduate Programs and Student Affairs
Student Opinion Surveys	1 Year	Registrar
Suspension (academic or disciplinary)	Permanent	Registrar
Transcript Requests	1 year	Registrar
Transcripts	Permanent	Registrar
Transfer Credit - Graduate and Undergraduate	Permanent	Registrar/Class Deans
Variance	Graduation + 1 Year	Registrar
Verification requests	1 year	Registrar
Veterans certification (certificates of eligibility and payment)	Permanent	Registrar
Waiver credit (see adv standing and transfer credit)	5 Years after attendance	Registrar
Withdrawal from course (W grade)	5 Years after attendance	Registrar
Withdrawal request (from college)	Permanent	Registrar