

## Student General Schedules

\* More detailed record descriptions may be found by clicking the MDAH numbers. Please contact the Curator or Records Management Specialist with any additional questions.

<b>*Record</b>	<b>Office of Record</b>	<b>Retention</b>	<b>Notes</b>	<b>MDAH #</b>
Academic Authority Charts	Registrar's Office	Registrar's Office will retain records permanently.		<a href="#">5691</a>
Acceptance Forms	Department of Origin, Registrar's Office (Notes)	Hold two (2) years after withdrawal or graduation of student, then dispose.	Registrar's Office will maintain record permanently as part of student master file.	<a href="#">6084</a>
Add/Drop Forms (After Deadline)	Academic Departments, Registrar's Office (Notes)	Hold two (2) years after withdrawal or graduation of student, then dispose.	Registrar's Office will maintain record permanently as part of student master file.	<a href="#">6082</a>
Administrative Withdrawals	Academic Departments, Registrar's Office (Notes)	Hold two (2) years after withdrawal or graduation of student, then dispose.	Registrar's Office will maintain record permanently as part of student master file.	<a href="#">6085</a>
Advisement Records	Academic Departments, Registrar's Office (Notes)	Hold two (2) years after withdrawal or graduation of student, then dispose.	Registrar's Office will maintain record permanently as part of student master file.	<a href="#">6083</a>
AP/CLEP/Challenge Exam	Admissions Office	Hold electronic files permanently.		<a href="#">5676</a>

Applications and Letters of Acceptance	Academic Departments, Registrar's Office (Notes)	Hold two (2) years after withdrawal or graduation of student, then dispose.	Registrar's Office will maintain record permanently as part of student master file.	<a href="#">6091</a>
Biographical Data	Admissions Office, Registrar's Office	Student information is entered into the student information system upon receipt and acceptance of the application for admission. Once matriculated, permanently retain information in Registrar's Office.		<a href="#">5696</a>
Cancellations	Registrar's Office	Registrar's Office will retain records permanently.		<a href="#">5693</a>
Change of Grade Forms	Academic Departments, Registrar's Office (Notes)	Hold two (2) years after withdrawal or graduation of student, then dispose.	Registrar's Office will maintain record permanently as part of student master file.	<a href="#">6092</a>
Change of Majors	Academic Departments, Registrar's Office (Notes)	Hold two (2) years after withdrawal or graduation of student, then dispose.	Registrar's Office will maintain record permanently as part of student master file.	<a href="#">6093</a>

Class Rosters	Academic Departments, Registrar's Office	Registrar's Office permanently retains database files. University Archives permanently retains records pre-dating database implementation.		<a href="#">5681</a>
College/Department Applications	Academic Departments, Registrar's Office (Notes)	Hold two (2) years after withdrawal or graduation of student, then dispose.	Registrar's Office will maintain record permanently as part of student master file.	<a href="#">6086</a>
Commencement Programs	Registrar's Office	Registrar's Office will send two (2) copies of each commencement program to the University Archives for permanent retention. Registrar's Office also will retain a permanent copy.		<a href="#">5690</a>
Course and Instructor Evaluations (By Students)	Academic Departments	Hold in the current files area one (1) semester after evaluations have been completed, then dispose.		<a href="#">5850</a>
Course Substitutions	Academic Departments, Registrar's Office (Notes)	Hold two (2) years after withdrawal or graduation of student, then dispose.	Registrar's Office will maintain record permanently as part of student master file.	<a href="#">6087</a>

Course Syllabi	Academic Departments	Hold two (2) years after completion of the semester, then dispose unless longer retention is mandated by the accrediting agency.		<a href="#">6075</a>
Disciplinary Action	Registrar's office	Registrar's Office will retain records permanently.		<a href="#">5692</a>
Excessive Repeat	Academic Departments, Registrar's Office	Hold two (2) years after withdrawal or graduation of student, then dispose.	Registrar's Office will maintain record permanently as part of student master file.	<a href="#">6088</a>
Fee Charges	Business Services	Hold permanently.		<a href="#">5935</a>
Final Examination Files	Individual Instructors	Hold one (1) year after course completion, then dispose.		<a href="#">5961</a>
Final Grade Reports	Academic Departments, Registrar's Office	Hold two (2) years after withdrawal or graduation of student, then dispose.	Registrar's Office will maintain record permanently as part of student master file.	<a href="#">6089</a>
Grade Appeals or Complaints	Registrar's Office	Image and verify, then dispose of paper files; hold image in the student master files permanently.		<a href="#">5875</a>
Grade Rosters	Registrar's Office	Retain permanently.		<a href="#">5680</a>

Gradebooks	Individual Instructors	Hold five (5) years after course completion; then dispose.		<a href="#">5962</a>
Grades	Academic Departments, Registrar's Office	Hold two (2) years after withdrawal or graduation of student, then dispose.	Registrar's Office will maintain record permanently as part of student master file.	<a href="#">6090</a>
Graduate Bulletins	Graduate School	The Graduate School will provide two (2) paper copies of Graduate Bulletins to the University Archives annually for permanent retention. Graduate School will retain electronic file permanently.		<a href="#">5689</a>
Graduation Applications	Registrar's Office	Image and verify files. Once verified, Registrar's Office retains imaged record permanently.		<a href="#">5697</a>
Graduation Lists	Registrar's Office	Approved applications are imaged and retained permanently by the Registrar's Office.		<a href="#">5682</a>
Hold Records	Business Services	Hold permanently.		<a href="#">5934</a>
Name Change Authorizations	Registrar's Office	Image and verify, then dispose of paper files; hold image in the student master files permanently.		<a href="#">5878</a>

Race/Ethnicity Reporting	Registrar's Office	Image and verify; hold electronic files (image) permanently.		<a href="#">5880</a>
Reinstatement Forms	Dean's Office, Registrar's Office	Academic department retain until graduation of student. Approved forms are imaged and retained permanently by the Registrar's Office.		<a href="#">5683</a>
Requests For and Disclosures of Personally Identifiable Information	Registrar's Office	Image and verify, then dispose of paper files; hold image in the student master files permanently.		<a href="#">5881</a>
Requests For Nondisclosure of Directory Information	Registrar's Office	Image and verify, then dispose of paper files; hold image in the student master files permanently.		<a href="#">5882</a>
Returned Diplomas/Request for Replacement Diplomas	Registrar's Office	Image requests for new diplomas; hold image permanently. After returned diplomas have been verified, dispose of paper files.		<a href="#">5876</a>
Schedule of Classes	Registrar's Office	Hold electronic files permanently. Transfer two (2) copies to the University Archives on a semester basis.		<a href="#">5945</a>

Student Class Schedules	Registrar's Office	Hold electronic files in the student master files permanently.	<a href="#">5879</a>
Student Master Files	Registrar's Office	Image and verify, then dispose of paper files. Hold electronic and previously microfilmed student master files permanently.	<a href="#">5894</a>
Student Petitions	Registrar's Office	Hold three (3) years after closure of grievance/complaint, then dispose.	<a href="#">5892</a>
Student's Written Consent for Records Disclosure	Registrar's Office	Image and verify forms. Registrar's Office will retain records permanently.	<a href="#">5687</a>
Tests, Examinations, and Quizzes	Academic Departments	Hold 1 year after course completion, then dispose.	<a href="#">6103</a>
Theses and Dissertations	Graduate School, Honors College	Hold paper and electronic files permanently within the University Library's digital institutional repository.	<a href="#">6076</a>
Transcript Request	Registrar's Office	Image and verify paper requests, or merge born digital requests and retain permanently.	<a href="#">5688</a>

Transcripts	Registrar's Office	Registrar's Office permanently retains the official record regardless of format.	<a href="#">5684</a>
Transfer Credit Evaluations	Admissions Office, Registrar's Office	Once approved, image and verify the files. Registrar's Office permanently retains the official record.	<a href="#">5685</a>
Tuition Files	Business Services	Image and verify paper, then dispose of paper files. Hold electronic files permanently.	<a href="#">5939</a>
Undergraduate Bulletins	Registrar's Office	Registrar's Office will provide two (2) paper copies of Undergraduate Bulletins to the University Archives annually for permanent retention. Registrar's Office will retain the electronic file permanently.	<a href="#">5689</a>
University Withdrawals	Registrar's Office	Registrar's Office retains record permanently, regardless of format.	<a href="#">5686</a>
Veterans Administration Certifications	Registrar's Office	Image and verify records; then dispose of paper files. Registrar retains image permanently.	<a href="#">5694</a>



Waivers for Rights of Access	Registrar's Office	Image and verify, then dispose of paper files; hold image in student master file permanently.		<a href="#">5885</a>
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