

STUDENT ACADEMIC RECORDS DISPOSITION SCHEDULES

Office of the Registrar, 9/8/06

Record Name	Office of Record	Years to Retain ----->	
		Office of the Registrar - Official Record	Academic Depts., Colleges - Other Records
Course Records			
Course Approval	Registrar	Permanent	
Course Reports (Including EAP)	Registrar	Permanent	
Course Revision	Registrar	Permanent	
Individual Student Records			
Student file	Registrar/Department/College	5 years after graduation or last attendance*	5 years after graduation or last attendance*
Transcript	Registrar	Permanent	
Evaluations (original source documents)	Registrar	Permanent	
Comp	Registrar	Permanent	
Miscellaneous Student Records			
Add by Petition	Registrar	2 years	
Advance Placement Exam Score Sheets	Registrar	Permanent	
Advance Standing Credit Memos	Registrar	Permanent	5 years after last attendance date
Certificates of Completion	Registrar	2 years	
Change of College	Registrar	5 years after last attendance date	
Credit by Petition	Registrar	2 years	
College Assessment	College	Permanent	
Deceased Student Reports	Registrar	Permanent	
Declaration or Change of Major/Minor	Registrar/Department	5 years after last attendance date	5 years after last attendance date
Final Graduation Lists	Registrar	Permanent	
Initial and Subsequent Credit Evaluations	Registrar	Permanent	
International Transcripts	Registrar	Permanent	
Instructor-Initiated Change of Grade	Registrar	Permanent	
Letters of Reciprocity	Registrar	2 years	
Name and Student ID Changes	Registrar	Permanent	
Part-Time Application	Registrar	2 years	
Petition for Declaration of Individual Major	Registrar/Department/College	5 years after last attendance date	5 years after last attendance date
Petition for Removal of Incomplete	Registrar	Permanent	
Petition for Substitution/Waiver	Registrar	Permanent	
Petition for Withdrawal/Leave of Absence	Registrar/College	5 years after last attendance date	
Power of Attorney	Registrar	Permanent, or for duration specified	
Progress Check for Graduation Requirements	Registrar/Department/College	5 years after last attendance date	5 years after last attendance date
Request for Non-Release of Public Information	Registrar	Permanent	
Statement of Legal Residence	Registrar	5 years	
Thesis Evaluation	Registrar/Department	Permanent	
Verification of Enrollment, Major/Minor	Registrar	2 years	
Veterans Certifications	Registrar	3 years after benefits awarded	

* At this time, student files with international transcripts, credit evaluations, advanced placement, advanced standing, are retained permanently by the Registrar's Office