

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.

*Record	Office of Record	Retention	Notes	MDAH #
Academic Authority Charts	Registrar's Office	Registrar's Office will retain records permanently.		6315
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.	6314
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.	6314
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.	6314
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.	6314
AP/CLEP/Challenge Exam	Admissions Office	Hold electronic files permanently.		6315

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.	6314
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.		6315
Cancellations	Registrar's Office	Registrar's Office will retain records permanently.		6315
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.	6314
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.	6314

Class Rosters	Academic Departments, Registrar's Office	Registrar's Office permanently retains database files. University Archives permanently retains records pre-dating database implementation.		6170
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.	6314
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.		6315
Course and Instructor Evaluations (By Students)	Academic Departments	Hold in the current files area one (1) semester after evaluations have been completed, then dispose.		6312
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.	6314

Course Syllabi	Academic Departments	Hold two (2) years after completion of the semester, then dispose unless longer retention is mandated by the accrediting agency.		6075
Disciplinary Action	Registrar's office	Registrar's Office will retain records permanently.		6315
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.	6314
Fee Charges	Business Services	Hold permanently.		5935
Final Examination Files	Individual Instructors	Hold one (1) year after course completion, then dispose.		5961
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.	6314
Grade Appeals or Complaints	Registrar's Office	Image and verify, then dispose of paper files; hold image in the student master files permanently.		6315
Grade Rosters	Registrar's Office	Retain permanently.		6315

Gradebooks	Individual Instructors	Hold five (5) years after course completion; then dispose.		5962
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.	6314
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.		5689
Graduation Applications	Registrar's Office	Image and verify files. Once verified, Registrar's Office retains imaged record permanently.		6315
Graduation Lists	Registrar's Office	Approved applications are imaged and retained permanently by the Registrar's Office.		6315
Hold Records	Business Services	Hold permanently.		5934
Name Change Authorizations	Registrar's Office	Image and verify, then dispose of paper files; hold image in the student master files permanently.		6315

Petitions	Registrar's Office	Hold three (3) years after closure of grievance/complaint, then dispose.	5892
Race/Ethnicity Reporting	Registrar's Office	Image and verify; hold electronic files (image) permanently.	6315
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.	6315
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.	6315
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.	5882
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.	6188

Schedule of Classes	Registrar's Office	Hold electronic files permanently. Transfer two (2) copies to the University Archives on a semester basis.	5945
State Residency Verification	Registrar's Office	Image and verify, then dispose of paper files; hold image in the student master files permanently.	5874
Student Class Schedules	Registrar's Office	Hold electronic files in the student master files permanently.	6315
Student Master Files	Registrar's Office	Image and verify, then dispose of paper files. Hold electronic and previously microfilmed student master files permanently.	6315
Student's Written Consent for Records Disclosure	Registrar's Office	Image and verify forms. Registrar's Office will retain records permanently.	6315
Tests, Examinations, and Quizzes	Academic Departments	Hold 1 year after course completion, then dispose.	6103
Theses and Dissertations	Graduate School, Honors College	Hold paper and electronic files permanently within the University Library's digital institutional repository.	6076

Transcript Request	Registrar's Office	Image and verify paper requests, or merge born digital requests and retain permanently.		6315
Transcripts	Registrar's Office	Registrar's Office permanently retains the official record regardless of format.		6315
Transfer Credit Evaluations	Admissions Office, Registrar's Office	Once approved, image and verify the files. Registrar's Office permanently retains the official record.		6315
Tuition Files	Business Services	Image and verify paper, then dispose of paper files. Hold electronic files permanently.		5939
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.		5689
University Withdrawals	Registrar's Office	Registrar's Office retains record permanently, regardless of format.		6315

Veterans Administration Certifications	Registrar's Office	Image and verify records; then dispose of paper files. Registrar retains image permanently.		6315
Waivers for Rights of Access	Registrar's Office	Image and verify, then dispose of paper files; hold image in student master file permanently.		6315