

Subject: Student Records Retention

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### **POLICY**

Departmental records of applicants, students, and alumni will be retained by the administrative offices of the SLIS according to a defined schedule and will be secured when offices are unattended.

### **PROCEDURE**

Retention periods for departmental student files are defined in the following schedule:

- A. Incomplete applications for admission will be kept for one (1) year from the term for which the potential student applied.
- B. Transcripts, letters of recommendation, test score reports, School of Library and Information Science Supplemental Applications, and other supporting documents for which no application has been received will be kept for one (1) year from date received.
- C. Complete application for which affirmative admission decisions have been made and the applicant failed to enroll will be retained for three (3) years from term of admission.
- D. Completed applications for which negative admission decisions (declined admission) have been made will be retained for three (3) years.
- E. Files of admitted applicants who enroll but withdraw will be retained five (5) years from the date of last attendance.
- F. Files of admitted applicants, who enroll but are academically dismissed, will be retained for five (5) years after dismissal.
- G. Files for students who graduate will be moved to the Alumni file area and will be retained for five (5) years after graduation.
- H. Once students have enrolled in degree programs, their records are retained permanently by the Graduate School.