

## 4.12 Document and Data Retention Schedule

Core institutional database records are retained indefinitely. The retention schedule below applies to paper records, electronic records, and any ancillary files. Ancillary files including documents on personal computers, and other servers. This is the recommended minimal retention period as identified by the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

Type of Record/ Document	Type Retention Period
Academic Transcript (WJC)	Permanent
Academic Dismissal	Permanent
Academic Integrity Violations	Permanent
graduation lists	Permanent
Course catalogues	Permanent
Degree Statistics	Permanent
Thesis/ Dissertations	Permanent
Enrollment Statistics	Permanent
Internal Transfer Form	Permanent
Gender/Nationality Reporting	Permanent
<b>STUDENT ELECTRONIC ACADEMIC DATA</b>	
Data Change Logs	10 years after graduation or last date attendance
Email data/information	Until administrative need is satisfied
Enrollment Data	10 years after graduation or last date attendance
Grade Data	Permanent
Student Demographic Information	15 years after graduation or last date attendance
<b>FORMS</b>	
Type of Record/ Document Type	Retention Period
Academic Actions (dismissals, change of status, etc.)	10 years after graduation or last date attendance
Academic Transcript (other institutions)	7 years after graduation or last date
Academic Warnings (CANs/NODs)	10 years after graduation or last date attendance
Academic Withdrawal Forms	5 years after graduation or last date attendance
Admissions Application Records (matriculated students)	5 years after graduation or last date attendance
Admissions Letters (acceptance, denial, or waitlist) (matriculated students)	5 years after graduation or last date attendance
Admissions Letters of Recommendation (all students) *	1 semester after admission
Letters of recommendation not accompanied by waivers must be destroyed after admission and field placement of the student	
Admissions Application Records (nonmatriculated students)	2 years after receipt
Admissions Application Records (re-entry)	7 years after graduation or last date attendance

Admissions Information Change Form	5 years after graduation or last date attendance
Authentication Form	5 years after graduation or last date attendance
Audit Course Form	5 years after graduation or last date attendance
Concentration/minors/majors Declaration Forms	5 years after graduation or last date attendance
Correspondence (related to academic record)	5 years after graduation or last date attendance
Course Add/Drop Form	1 year after date submitted
Course Prerequisite Waiver Form	5 years after graduation or last date attendance
Course Substitution Form	5 years after graduation or last date attendance
Course Waiver Form	5 years after graduation or last date attendance
Course Withdrawal Form	5 years after graduation or last date attendance
Degree Audit Records	5 years after graduation or last date attendance
Demographic Information Change Form	5 years after graduation or last date attendance
Disciplinary action records (academic probation, sanctions related to personal conduct)	10 years after graduation or last date attendance
Doctoral/Thesis Project Form	10 years after graduation or last date attendance
Enrollment Change Status Form	5 years after graduation or last date attendance
Entrance Exams Reports/ Test Scores	5 years after graduation or last date attendance
External Transfer of Credit Form	10 years after graduation or last date attendance
Grade Sheets	Until administrative need is satisfied
Grade Change Form	Until administrative need is satisfied
Graduation Application	5 years after graduation or last date attendance
Grievance/complaint (by student not related to grades disputes)	Until administrative leave is satisfied
International students visa documents	5 years after graduation or last date attendance
Internal Transfer of Credit Form	10 years after graduation or last date attendance
Leave of Absence Form	5 years after graduation or last date attendance
Name Change Form	5 years after graduation or last date attendance
Petitions (academic- exceptions to rules)	5 years or until administrative need is satisfied
Program Transfer Petition Form	5 years or until administrative need is satisfied
Reinstatement Request Form	5 years or until administrative need is satisfied

Student Course Schedule	5 years after graduation or date of last attendance
Student Complaint Files	5 years after closure of complaints
Student Disciplinary Records	5 years after graduation or last date of attendance
Transfer of Credit Petition Form	5 years after graduation or last date of attendance