

William Paterson University Policy

Student Academic Record Retention

SUBJECT:	Record Retention	TITLE:	Retention of Student Academic Records		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	University <input type="checkbox"/>	Functional <input checked="" type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	Provost and Senior Vice President for Academic Affairs		Responsible Office:	Office of the Provost	
CODING:	02-20-01-02-08	ADOPTED:	12/1/15	AMENDED: [date amended]	NA
					LAST REVIEWED: NA

PURPOSE

This policy describes timelines and practices for the retention and maintenance of academic records. This policy is in compliance with recommendations developed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) Retention of Records: Guide for Retention and Disposal of Student Records, recommendations from the William Paterson Registrar and Student Enrollment Services, and the State of New Jersey Four Year Colleges retention schedule prepared by the Division of Archives and Records Management. All units that maintain student records in their offices must follow these timelines and practices.

ACCOUNTABILITY

The Office of the Provost is responsible for enforcement of this policy

POLICY

In order to maintain compliance with New Jersey state requirements as well as meeting federal compliance standards for accreditation purposes, the following record and retention practices will be followed.

PROCEDURE

William Paterson University - Record and Retention Timelines			
<u>Record</u>	<u>Office/Responsible Agent</u>	<u>Retention - Official Copy</u>	<u>Disposition after retention</u>
Curricular Proposals for new and redesigned programs	Registrar	5 years after modification or creation	Destroy/Delete
Academic Program Review Files	Provost	10 years	Destroy/Delete
Credit by Examination Records	College	5 years after graduation/date of last attendance	Destroy/Delete

Graduate Assistant Application	Provost	2 years after graduation/date of last attendance	Destroy/Delete
Middle States Accreditation Documents	Provost	Permanent	Permanent
Student Academic Advisement Files	College	2 years after graduation/date of last attendance	Destroy/Delete
Application and Contract for Independent Study	College	5 years after graduation/date of last attendance	Destroy/Delete
Course Substitution or Waiver	Registrar	5 years after graduation/date of last attendance	Destroy/Delete
Change of Grade Request	Registrar	Permanent	Permanent
Incomplete Grade Form and Request	Registrar	4 years	Destroy/Delete
Student Course Evaluations	College	6 years after termination of employment	Destroy/Delete
Course Outlines	Registrar	Permanent	Permanent
Class Grade Book	Faculty	4 years after completion of class	Destroy/Delete
Class Roster (Original Grades)	Registrar	Permanent	Permanent
Student Exams/Papers	Faculty	One semester/term after completion of class	Destroy/Delete
Syllabi	Faculty	One semester/term after completion of class	Destroy/Delete
Academic Catalog - Undergraduate	Registrar	Permanent	Permanent
Academic Catalog - Graduate	Registrar	Permanent	Permanent
Transfer Credit Evaluation	College	5 years after graduation/date of last attendance	Destroy/Delete
Comprehensive Examination Materials	College	5 years after graduation/date of last attendance	Destroy/Delete
Academic Department Institutional Data	Institutional Research/IT	Permanent	Permanent
Factbook	Institutional Research/IT	Permanent	Permanent
Admissions Acceptance Letter	Admissions	5 years after graduation/date of last attendance	Destroy/Delete

Admissions Applications	Admissions	5 years after graduation/date of last attendance	Destroy/Delete
Admissions Correspondence	Admissions	5 years after graduation/date of last attendance	Destroy/Delete
Placement Exams Results/Scores	Academic Development	5 years after graduation/date of last attendance	Destroy/Delete
Language Placement Results/Scores	College	5 years after graduation/date of last attendance	Destroy/Delete
Military Records	Registrar	5 years after graduation/date of last attendance	Destroy/Delete
Transcripts (High school and college)	Admissions	5 years after graduation/date of last attendance	Destroy/Delete
Readmission records	College	5 years after graduation/date of last attendance	Destroy/Delete
Advanced Placement Results	Admissions	5 years after graduation/date of last attendance	Destroy/Delete
Academic Dismissal	College	5 years after graduation/date of last attendance	Destroy/Delete
Academic Record	Registrar	Permanent	Permanent
Application for Graduation	Registrar	1 year after graduation or date of last attendance	Destroy/Delete
Change of Course (Add-Drop_	Registrar	1 year after date submitted	Destroy/Delete
Student Disciplinary Action Record	Student Development	5 years after graduation/date of last attendance--expulsion records are permanent	Destroy/Delete--expulsion records Permanent
Student Sexual Assault Records	Student Development	Permanent	Permanent
FERPA authorization	Registrar	As long as relevant student records are retained	Destroy/Delete
Foreign/International Student Records (INS Record)		5 years after graduation/date of last attendance	Destroy/Delete

Graduation List	Registrar	Permanent	Permanent
Graduation Authorization	Registrar	5 years after graduation/date of last attendance	Destroy/Delete
Withdrawal Authorization	Registrar	2 years after graduation/date of last attendance	Destroy/Delete
Enrollment Verification	Financial Aid	1 year after verification	Destroy/Delete
Teacher Certification	College	1 year after certification	Destroy/Delete
Veterans Administration	Registrar	3 years after graduation/last date of attendance	Destroy/Delete
Commencement Program	Student Development and Library	Permanent	Permanent

By Direction of the Provost and Senior Vice President for Academic Affairs

Date: 1/1/16

