



Student Record Retention Guidelines  
Effective April 1, 2021

These guidelines serve to provide guidance to university staff and faculty regarding the retention of student records. The retention periods indicated below are based on recommendations made by the American Association of Collegiate Registrars and Admissions Officers.

The scope of these guidelines includes all student records in any physical or electronic manifestation in the possession of the university or its contractors. Records that are no longer to be retained shall be disposed of in an irreversible manner such that the information cannot be recovered. The Technology and Learning Resource Center Services (TLS) department can assist with the disposal of electronic student records.

<b>Academic Program/Faculty Maintained Records</b>	
<b>Record Title</b>	<b>Retention Period</b>
graded coursework, exams, grade appeals, faculty gradebooks	1 year after course completion
academic program records; committee on academic progress records	3 years after graduation

<b>Admissions Records</b>	
<b>Record Title</b>	<b>Retention Period</b>
application and admissions materials (for students who do not enroll)	1 year after application term
application and admissions materials (for students who enroll)	3 years after graduation

<b>Financial Aid Records</b>	
<b>Record Title</b>	<b>Retention Period</b>
promissory notes	until loan is satisfied
all other financial aid related records	3 years after award year

<b>Registrar Records</b>	
<b>Record Title</b>	<b>Retention Period</b>
class rosters, grade sheets, transcripts, dismissals (academic or judicial), student demographic data; FERPA records	permanent
all other records	3 years after graduation