

## Wake Forest University School of Business Graduate Student Record Retention Schedule

Office of Graduate Student Academic Services

### Statement of Purpose

The purpose of this schedule is to establish guidelines for the storage location, responsible party, and minimum retention timelines for graduate student records in the Wake Forest University School of Business Office of Graduate Student Academic Services. These records document student progress once admitted into a School of Business graduate program through the completion of their academic progress with the School. This schedule is intended to be used as a resource for School of Business graduate programs faculty and staff for both electronic and hard copies of student academic records.

Record type	Minimum Retention Period	Responsible Party
<b>Academic Program Records</b>		
Academic advising records	3 years after graduation	GSAS Office / Faculty
Academic probations	5 years after graduation	GSAS Office
Academic suspensions	5 years after graduation	GSAS Office
Academic dismissals	Permanently	GSAS Office
Academic Improvement Plans	5 years after graduation	GSAS Office
Honor code violations	Permanently	Faculty / Honor Council
Academic records that are similar in use to final transcript documents (final competency tests, certifying documents, etc)	Permanently	GSAS Office / Faculty / Degree Program Admin
Student correspondence related to academic records	3 years after graduation	GSAS Office / Faculty / Degree Program Admin
Student grievances not related to grade or FERPA disputes	3 years after graduation	Faculty / Degree Program Admin / Dean's Office
Leave of absence documentation	3 years after graduation	GSAS Office
Major/Concentration certifications and changes	3 years after graduation	GSAS Office
Petitions for exceptions to academic policies	5 years after graduation	GSAS Office
Transcripts	Permanently	GSAS Office
<b>Certification/Verification Records</b>		
Enrollment/GPA/graduation/status verifications	3 years after graduation	GSAS Office
Veterans Administration benefits certification records	3 years after graduation	Financial Aid Office
<b>Degree Records</b>		
Degree audit records	5 years after graduation	GSAS Office
Course substitutions/waivers	5 years after graduation	GSAS Office
Graduation applications	Permanently	GSAS Office
Graduation lists	Permanently	GSAS Office
<b>Grade and Scholarship/Deficiency Records</b>		
Exams and other graded coursework not returned to students	3 years after graduation	Faculty
Faculty grade books	5 years after course completion	GSAS Office / Faculty
Grade reports distributed to students	3 years after graduation	GSAS Office / Faculty
Grade appeals/complaints	3 years after graduation	Faculty / Dean's Office
Grade change documentation	3 years after graduation	GSAS Office
Final grade submissions	Permanently	GSAS Office
<b>Miscellaneous Records</b>		
Honor agreements	Until graduation	GSAS Office
Individual FERPA waiver forms	5 years after graduation	GSAS Office
Name change authorizations/documentation	5 years after graduation	GSAS Office
Change in personal information documentation (address/demographic information/etc)	3 years after graduation	GSAS Office
Transfer credit evaluations/documentation	3 years after graduation	GSAS Office
Code of conduct (behavioral) violations	5 years after graduation	Degree Program Admin / Dean's Office
Tuition and fee charges	3 years after graduation	Student Financial Services / Financial Aid Office
<b>Registration and Enrollment Records</b>		
Student class schedules by term	3 years after graduation	GSAS Office
Class rosters by term	Permanently	GSAS Office
Course repeat/grade replacement approvals/documentation	5 years after graduation	GSAS Office
Course enrollment method approvals/documentation (credit/no credit/audit/pass-fail)	5 years after graduation	GSAS Office
Independent Study requests	5 years after graduation	GSAS Office
Course enrollment changes (add/drop/audit/withdrawal)	3 years after graduation	GSAS Office
Transcript/registration hold authorizations/documentation	3 years after graduation	GSAS Office / Student Financial Services Office / ZSR Library
Student registration forms	3 years after graduation	GSAS Office
Withdrawal/cancellation requests/documentation	5 years after graduation	GSAS Office

Note: separate retention schedule guidelines exist for Admissions and Financial Aid records, FERPA related requests, Federal Disclosure records, as well as publications, statistical data, and institutional reports.

For questions regarding undergraduate student records, please contact the Office of the University Registrar.

GSAS - 6/15/17