



Student Academic Retention Schedule
 Registration and Attendance/Academic Progress Records

Academic advising records	2 years after graduation
Academic warning	5 years after graduation
Academic suspension	5 years after graduation
Academic dismissal	Permanent
Academic integrity code violations	Permanent
Academic records, evaluations, assessments	Permanent
Correspondence (student)	1 year
Disciplinary action records	5 years after graduation
Grievance/complaint (by student)	3 years after closure
Leave of absence	2 years
Major changes, certification of 2 nd majors, minors	5 years after graduation
Petitions (academic)	4 years after graduation

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Notes:

1. Any record recommended for permanent retention should be retained in a medium that takes into consideration the nature of the document and its need for retrieval.
2. The recommended retention period based on graduation or non-attendance should begin with the date of graduation or the date, term, or semester and year of last attendance.
3. FERPA specifically requires institutions to maintain records of requests and disclosures of personally identifiable information except for defined “directory information” and requests from students for their own records. The records of disclosures and requests for disclosures are considered part of the students’ educational records; therefore, they must be retained as long as the education records to which they refer are retained by the institution.
4. The VA regulations state that the following records must be retained for at least three years after termination of enrollment:

- Grade reports and/or statements of progress (academic records)
- Change of course forms
- Transfer credit evaluation
- Degree audit records

VA regulations require that all advertising, sales and enrollment materials (e.g., catalogs) used by or on behalf of the institution be retained three years after the termination of a veteran's enrollment. In addition, records of tuition and fees charged to and collected from students, grade reports and statements of progress (academic records), and previous education and training documents (transfer credit evaluations) be retained for three years.

5. Educational institutions that participate in federal, state, and private programs of low interest loans to students must retain for three years after graduation or withdrawal students' records of academic progress, attendance, and courses studied according to an amendment of the General Education Provisions Act amended by the Improving America's Schools Act of 1994 (Public Law 103-382). In the event of an open audit, records must be retained until all questions are resolved. In addition to keeping records of all financial aid the student receives, institutions will need a financial aid transcript for a transfer student.

6. Although student records created and maintained by medical and dental schools are usually narrative assessments of academic progress or clinical practice, for purposes of this retention schedule, such records are in the same category as the academic record.

6. The IRS requires that private schools retain copies of all admission and scholarship brochures, catalogs, and advertising materials for a period of three years beginning with the year after compilation or acquisition.

7. The VA requires that all records and computations showing compliance with the requirements of the VA Regulation No. 14201 (the 8515 percent ration of the nonveteran/veteran students for each course) be retained for at least three years. Longer retention will not be required unless a written request is received from the VA not later than 30 days prior to the end of the three year period.