



# Seattle Pacific University

Student Academic Services  
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## Records Retention Schedule For Academic Records

*Updated: September 2005*

***For all records housed in Student Academic Services with an \* sign appearing after the location below, the same retention schedule applies to the graduate records housed in the individual graduate schools.***

<b><u>RETENTION PERIOD</u></b>	<b><u>RECORD</u></b>	<b><u>LOCATION</u></b>
Permanent	Academic Records (transcripts)	Student Academic Services
	Graduation Lists/Commencement Program	Archives
	University Catalogs	Archives
	Time Schedules	Archives
	Continuing Education Bulletins	Archives
	Degree Statistics	Info & Data Management
	Grade Statistics	Info & Data Management
	Demographic/Racial/Ethnic Statistics	Info & Data Management
	Enrollment Statistics	Student Academic Services
	Change of Grade Form	Electronic Storage
	Class Lists/Original Grade Sheets	Electronic Storage
10 years	Course Syllabi	Schools
7 years	Non-graduated students	Student Academic Services*
5 years	Veteran Administration Records	Student Academic Services
	Inactive CE Adjunct Faculty Files	Schools
	Registration Forms	SAS/DH 150 (behind stage)
	Registration Withdrawal Forms	SAS/DH 150 (behind stage)
	Registration Petitions	SAS/DH 150 (behind stage)
	Individual Class Schedule	Electronic and SAS/DH 150
	Change of grade forms	Student Academic Services
	Grade sheets(w/professor's signature)	Student Academic Services
	Credit By Exam Forms	SAS/DH 150 (behind stage)
	Pass/Fail Requests	SAS/DH 150 (behind stage)
	Audit Authorizations	SAS/DH 150 (behind stage)
Change of Course (Add/Drop)	SAS/DH 150 (behind stage)	

4 years after date of last attendance	Academic Action Authorizations	Student Academic Services*
	Acceptance Letters	Student Academic Services*
	Advanced Placement Records	Student Academic Services
	Application for Admission	Student Academic Services*
	Application for Graduation	Student Academic Services*
	Re-application for Admission	Student Academic Services *
	Correspondence, relevant	Student Academic Services*
	Curriculum Change Authorization	Student Academic Services*
	Degree Audit Records	Student Academic Services *
	Diploma Information-acknowledgement	Student Academic Services*
	Entrance Examination Reports/Scores	Student Academic Services*
	Foreign Student Forms	Student Academic Services *
	Graduation Authorizations	Student Academic Services*
	I-20 (certificate of eligibility for F-1 visa status)	Student Academic Services*
	Military Documents	Student Academic Services*
	Name Change Authorizations	Student Academic Services
	Placement Scores	Student Academic Services*
	Letters of Recommendation	Student Academic Services*
	Statement of Educational Costs (Int'l Students)	Student Academic Services*
	Statement of Financial Responsibility (Int'l)	Student Academic Services *
	Subpoenas	Student Academic Services*
	Test Scores	Student Academic Services *
	**Transcripts (high school & transfer)	Student Academic Services *
Transfer credit evaluations	Student Academic Services*	
Written Request for Confidentiality	Student Academic Services	
3 years	Withdrawal Authorizations	SAS/DH 150(behind stage)
	Pass/No Credit Authorizations	SAS/DH 150(behind stage)
	Catalog/Time Schedule Changes	Student Academic Services
	Admitted but never registered	Student Academic Services *
	Admitted, withdrew before quarter began	Student Academic Services
	**The 85-15% ratio of non-vet/vet students	Student Academic Services
	Loose Credentials	Student Academic Services*
	**Denied or file never completed	Student Academic Services*

*\*\* Required by VA Regulation #14201*

*NOTE: For IRS purposes, for tax-exempt status for private institutions, records of applicants who apply and don't enter must be retained for three years.*



1 year after graduation or last date of attendance	Student's Class Schedules Pass/No Credit Approvals	Electronic Electronic
1 year after date submitted	Credit/no credit approvals Audit Authorization Changes of Course (Add/Drop)	Electronic Electronic Electronic
1 year	Transcript Requests (student initiated) Enrollment Verification Requests (keep paper requests for 3 months)	Electronic Electronic

NOTE: 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.

NOTE: The IRS requires that private schools maintain records of scholarship and of other financial assistance to indicate that the awards were made on a racially nondiscriminatory basis and that such records be retained for a period of three years beginning with the year after compilation or acquisition.

**POLICY STATEMENT:** This records retention schedule reflects federal, state, AACRAO and institutional guidelines. Documents which have a life of 80 years, and if the 80 years have been exceeded, will be forwarded to SPU Archives which will determine the final disposition of the documents--i.e. those of historical value may be kept by the Archives beyond the 80 year limit. Documents with a shorter life span (10 or fewer years), will be destroyed once its retention period has expired.