Office of the Registrar

Retention of Academic Records

Type of Record	Retention Period	Storage Location
Admissions Data for Students Who Do Not Enroll: • Acceptance letters • Advanced placement record • Applications for admission • Relevant correspondence • Entrance examination reports/test scores (e.g. ACT, SAT, LSAT, MCAT,GRE) • Letters of recommendation (see note below) • Medical records • Military documents • Placement test scores and reports • Readmission forms, recruitment materials • Other test scores transcripts from other colleges and high schools (but return originals to international students)	3 Years after application term	Admission

Admission Data for Students Who Enroll
• Acceptance letters
• advanced placement records
• Applications for admission
• Relevant correspondence
• Entrance examination reports/test scores (e.g.. ACT, SAT, LSAT, MCAT, GRE)
• Letters of recommendation student waivers for rights of access to see letters of
• recommendation for admission (see note below)
• Medical records:
• Military documents
• Placement test scores and reports
• Readmission forms recruitment materials
  • Other test scores
  • Transcripts from other colleges and high schools (but return originals to international students)
 	
In the event of an audit related to low-interest loans, records must be kept until all questions are resolved
Note: Letters of recommendation not accompanied by waivers and retained beyond their intended use may be viewed by the student It is recommended that these letters be destroyed after admission of the students Waivers of rights of access should be retained as long as the file is retained **Letters of recommendation for admission to the university may not be released for employment purposes**
	5 Years after graduation or date of last attendance except letters of recommendation – destroyed after admission decision by department	• Admission until complete.
		• When application is complete; transcripts, test scores, recommendation letters, admission letters are directed to the following locations:
		  • Documents for **Graduate Chicago Students who began classes in Fall 2004** are kept in the Registrar's Office in Chicago.
		  • Documents for **Graduate Students who matriculated prior to Fall 2004** are housed in the Departments in Chicago.
		  • Documents for **Schaumburg Graduate and Undergraduate Students who began taking classes in Spring 2002** are kept in the Registrar's Office in Schaumburg.
		  • Documents for **Schaumburg Undergraduate Students who began taking classes prior to Spring 2002** are kept in the Registrar's Office in Chicago.
		  • Documents for **Schaumburg Graduate students** who began taking classes **prior to Spring 2002** are kept in the Departments in

		Schaumburg.
International Students Documents for Students Who Enroll: • Copy of employment authorization • Copy of alien registration receipt card • 1-20 certificate of eligibility for F1 Visa status • Copy of 1-94 card IAP66 certificate of eligibility for J-1 visa status • Passport number statement of educational costs • Statement of financial responsibility	No upper limit for students on student visas 3 years after graduation or date of last attendance for students on exchange visitor visas	The original documents may be returned to students
Registration and Attendance/Academic Progress Records • Academic Records • Academic records (including narrative evaluations, competency assessments, etc.) • Change of grade forms (update documents) • Class lists • Original grade rosters • Graduation list	Permanent	• Banner, digital disks. • The hard copies (paper grade rosters, grade update forms, class lists and graduation lists) are held by the Chicago Registrar's Office.
Major File Documents • Degree Plan • Academic action authorizations (dismissal, etc.) • Advanced placement and other placement tests, records, scores (e.g. , ASSEET, Compass, Accomplice) • Application for admission or readmission • Admission letter • Relevant correspondence credit by examination reports/scores (e.g. AP, CLEP, PEP) • Curriculum change authorizations • Degree audit records • Foreign/international student forms • Graduation authorizations • Military documents • Name change authorizations • Transfer credit evaluations	5 Years after graduation or date of last attendance	• Documents for **Graduate Chicago Students who began classes in Fall 2004** are kept in the Registrar's Office in Chicago. • Documents for **Graduate Students who matriculated prior to Fall 2004** are housed in the Departments in Chicago. • Documents for **Schaumburg Undergraduate Students who began taking classes in Spring 2002** are kept in the Registrar's Office in Schaumburg. • Documents for **Schaumburg Undergraduate Students who began taking classes prior to Spring 2002** are kept in the Registrar's Office in Chicago.
Minor File Documents • Application for graduation • Medical records • Personal data information forms	• 1 Year after graduation or date of last attendance • Name/ID change –permanent document	• Electronic Record in Banner. Student folder – College or Registrar's Office (see above for details : Major File Documents) • Registrar's Office
Other academic/course information	5 years after date	• Student folder – College or

• Audit authorizations • Changes of courses (drop/add) • Credit/no credit approvals (audit, pass/fail) • Pass/fail requests grade reports (registrar's copies) • Course selection/approval forms	submitted	Registrar's Office (see above for details : Major File Documents) • Storage/Registrar's Office
Disciplinary Action Documents	Until Graduation or as needed for settlement of case	In the Office of Assistant VP for Student Services
Financial Aid Documents	3 Years after annual audit has been accepted by the Department of Education	Financial Aid Office
Withdrawal Authorizations	5 years after date of last attendance	Student folder – College or Registrar's Office (see above for details : Major File Documents)
Graduation List	Permanent	Registrar's Office in Chicago
Office of Civil Rights Complaints	Three years after complaint is resolved	Office of the Provost

Adapted from: Retention of Records/Guide for Retention and Disposal of Student Records (1987) by American Association of Collegiate Registrars and Admissions Officers