

CLEMSON UNIVERSITY

PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS
SENIOR VICE PROVOST AND DEAN OF UNDERGRADUATE
STUDIES

UNDERGRADUATE STUDIES AND ACADEMIC SERVICES

CU 08705 **SCIENCE AND TECHNOLOGY ENTRANCE
PROGRAM FILES**

Description:

Monitors participation of students in the Science and Technology Entrance Program and inquiries from potential employers of program participants. Information includes rejection or admission and enrollment of students through the Science and Technology Entrance Program; Admission and Continuing Enrollment Agreement, admission application, advisor's notes, waiver of confidentiality, Science and Technology Entrance Program Information/Coversheet, correspondence, and information concerning student graduation or withdrawal.

Retention:

Students who were rejected or withdrew: 1 year after date of rejection or withdrawal; destroy.

Students who were accepted and graduated: 3 years after date of graduation; destroy.

Schedule approved 11/16/95

CU 08706 **SUMMER SCHOOL ENROLLMENT REPORTS**

Description:

Used for statistical research regarding the admission and enrollment of students in the university's summer school.

Information includes date and total enrollment of students by college for each summer session.

Retention:

Until no longer needed for research; destroy.

Schedule approved 11/16/95

CU 13088 **STUDENT GRIEVANCE FILES**

Description:

Created by the university's Academic Grievance Committee and used to document allegations by undergraduate students of discrimination, grievances of a personal or professional nature, and grade protests against faculty members. Records consist of written statements from students detailing grievances; checklist forms containing dates of consultations, names of persons consulted, and deans' signatures; meeting minutes; committee findings; and signed acceptances for recommended solutions to grievances.

Retention:

2 years after final resolution and implementation of grievance; destroy.

Schedule approved 9/6/01