

CLEMSON UNIVERSITY

SENIOR VICE PRESIDENT FOR ACADEMIC AFFAIRS
RECORDS AND REGISTRATION

CU 07952 **ENROLLMENT FILES**

Description:

Used in the preparation of enrollment and credit hour reports to verify assigned course grades and document other content of student rosters by major. Information includes lists of students names arranged according to enrollment by class, enrollment by major, enrollment by course credit, and enrollment by status. Also included are grade verification rolls and other related information.

Retention:

10 years; destroy

Supersedes CU-VPSA-DAR-2
Schedule approved 8/8/94

CU 07953 **CLASS ROLLS, COURSE ROSTERS, AND GRADE BOOKS**

Description:

Document students' registration and matriculation at Clemson University. Information includes course drop/add cards, class rolls, course rosters, grade books, and other related information.

Retention:

5 years; destroy.

Supersedes CU-VPSA-DAR-2
Schedule approved 8/8/94

CU 07954 **STUDENT GRADE SHEETS**

Description:

Document final grades assigned to students by university faculty. Information includes student's name, student number, course title, semester, name of instructor, instructor's signature and other related information. Also included are missing grade reports.

Retention:

Permanent.

Supersedes CU-VPSA-DAR-2
Schedule approved 8/8/94

CU 02490 **REGISTRATION RECORDS**

Description:

Document the registration of students at Clemson University. Information includes registration forms, drop/add cards, discharge forms, tuition code changes, name change forms, class change forms, student directory and registration forms, check-up forms/errors, late forms, teacher's registration, notices to pull registration forms, postcards to students with problems with courses, lists of people who withdrew from the university and other related information.

Retention:

5 years; destroy.

Supersedes CU-VPSA-DAR-3
Schedule approved 11/5/91

CU 08094 **TRANSCRIPT REQUEST REPORTS**

Description:

Provide a summary of student requests for academic transcripts. Information includes weekly transcript request reports which reflect name of requestor, student identification number, name of recipient, and number of transcripts requested.

Retention:

1 year or until no longer needed for reference; destroy.

Supersedes CU 03120; CU 03121
Schedule approved 10/18/94

CU 03119 **TRANSCRIPT REQUESTS**

Description:

Document requests for copies of transcripts. Information includes student name, student identification number, record of payment for transcript, and other related information.

Retention:

Office: 1 year
University Records Center: 2 years; destroy.

Schedule approved 4/6/92

CU 10198 **UNDERGRADUATE STUDENT FOLDERS (REVISED)**

Description:

Document a student's acceptance and enrollment, or non-acceptance by the university. Information includes applications

for admission, status of applications, requests for application reinstatement, date, letters of acceptance or rejection, student admissions and advisement reports, Scholastic Aptitude Test scores, evaluation of transfer credit, external and supplemental transcripts, course work information, grade correction forms, degree progress reports and other related information.

Retention:

Records for students not accepted by the university: 1 year after date of rejection; destroy.

Records for students who graduate: 75 years; destroy.

Schedule approved 1/31/02

CU 13232 **FORMER STUDENTS (UNDERGRADUATE STUDENT FOLDERS)**

Description:

Document the academic careers of matriculated students who do not graduate. Information includes applications for admission, status of applications, requests for application reinstatement, date, letters of acceptance, student admission and advisement reports, Scholastic Aptitude Test scores, evaluation of transfer credit, external and supplemental transcripts, course work information, grade correction forms, degree progress reports and other related information.

Retention:

Records related to grades: 75 years; destroy.

Other records: 6 years after date of last attendance; destroy.

Schedule approved 1/31/02

CU 13233 **SUBPOENAED STUDENT RECORDS FILES**

Description:

Created by the Student Records staff to document responses to subpoenas for student-related records served upon the university. Information includes subpoenas, processing checklists, invoices, receipts for certified mail, hand written notes, correspondence, and related information.

Retention

3 years; destroy.

Schedule approved 1/31/02

**CU-VPSA- OFFICIAL TRANSCRIPTS (GRADUATE AND
DAR-4 UNVERGRADUATE)**

Description:

This series is used to record the official transcripts of students attending Clemson University. These records include such information as name, identification number, major, class, courses taken, grades received and type of degree awarded (if any).

Retention:

Permanent.

Schedule approved 7/5/90

**CU-VPSA- CONTINUING EDUCATION UNITS
DAR-5**

Description:

This series included CEU Records which list name, social security number, address, program title, number of continuing education units, inclusive dates, signature, date. This record is

maintained on 4X6 cards and is considered the transcript for continuing education units.

Retention:

Retain the CEU Records (Transcript) in the active file for as long as space permits. Then microfilm for permanent retention.

Schedule approved 7/5/90

CU-VPSA- **VETERENS ADMINISTRATION FILE**
DAR-9

Description:

Included are enrollment certifications, applications for educational assistance, grade reports, unofficial transcripts, request for change of program or place training, information and related forms concerning Selective Reserve Education Assistance Program (G.I. Bill), Certificate of Release or Discharge from Duty, information forms from the university's VA Offices, Student Beneficiary Reports, Certification of Delivery of Advance Payment and Enrollment, guidelines regarding loans and assistance, Annual reporting Fee, information regarding work-study students, audit lists, Veteran and Candidate Drop/Add Weekly Summary, and standards of progress.

Retention:

Retain in the active file until graduation or termination. Retain 5 years; destroy.

Schedule approved 7/5/90