

# UNIVERSITY OF WISCONSIN SYSTEM

## STUDENT RECORDS

### GENERAL RECORDS SCHEDULE

February 2012



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State Archivist

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*[Signature]* 5/1/2012  
Executive Secretary PRB

APPROVAL SUBJECT TO 10-YEAR  
SUNSET. RESUBMITTAL REQUIRED  
PRIOR TO February 2022

## **UNIVERSITY OF WISCONSIN SYSTEM: GENERAL RECORDS SCHEDULES FOR STUDENT RECORDS**

### **I. INTRODUCTION AND PURPOSE**

The University of Wisconsin System comprises fifteen distinct institutions, many of which create and receive records that are similar in purpose and utility. In the interest of efficiency, therefore, this records schedule identifies categories of student-related records. The identified record series are common to all University of Wisconsin institutions.

This document also provides guidance to University System employees regarding what does and does not comprise a public record, which will in turn allow University employees to retain for a discrete time period and thereafter destroy expired public records, as well as those materials that do not comprise public records. The UW-System must manage all student records to ensure systematic control from creation or receipt through processing, distribution, maintenance, retrieval, retention and final disposal.

### **II. SCOPE:** The records schedules described within this document include the following records:

#### **Admission Records**

- Acceptance letters
- Applications for Admission
- Applications for Admission, falsified
- Applications for Admission, unsolicited
- Correspondence, enrollment staff, with or concerning students
- Credit by examination or experiential learning credit records
- Entrance examination results
- Graduate School Degree Applications
- Graduate School Admission Applications
- Graduate School Qualifying Exams
- Letters of Recommendation for enrollees
- Program Admission Applications
- Residency records
- Transcripts from other institutions
- Veterans' records

#### **Student Academic Records**

- Academic dismissal /suspension /expulsion records
- Academic misconduct records
- Academic warnings
- Add/Drop records
- Applications for graduation
- Athlete Academic Records
- Athletic Eligibility Reports
- Audit Authorizations

Change of grade documentation  
Changed Grade Record  
Correspondence regarding course content or progress  
Correspondence related to academic inquiry  
Course repeat approval form  
Course waiting lists  
Credit/no credit approval forms  
Criminal Background Check Records  
Curriculum change authorizations  
Degree Audits  
Diplomas  
Fellowships and Scholarships  
Grade Books, original (academic departments)  
Grades, Official  
Graduate School Records for accepted students, ISIS files  
Grievances, exam/course related  
Hold or encumbrance authorizations  
Honors Program Applicant files  
Instructional materials including materials in course management systems  
Internship agreements  
Internship contracts  
Major declarations, changes, certification of second major, minors  
Name change authorizations  
Petitions, Exceptions to academic rules  
Registration forms  
Schedules, individual student  
Student Teacher Field Experience File  
Study Abroad Program Files  
Syllabi and/or course calendars  
Thesis/Dissertations  
Transcripts, official  
Transcripts, student requests  
Transfer credit evaluations  
Withdrawal authorizations  
**International Student Records**  
Arrival-Departure Records for International Students  
Certificate of Eligibility for F- Visa Status  
Certificate of Eligibility for Exchange Visitor J- Status Form DS-  
Passport Page Showing Passport Number  
Statement of educational costs  
Statement of financial responsibility and supporting documents  
United States Permanent Resident Card (Green Card) copy

**Publications, Statistics and Policy**

- Catalog
- Class schedules/timetables (institutional)
- Correspondence, policy-setting
- Course File, master
- Enrollment and class lists
- Enrollment verifications and certifications
- Grade reports/statistics
- Honors Lists
- Transfer equivalencies

**FERPA-related Records**

- Requests for and Disclosure of Personally identifiable Information
- Requests for Corrections to records and Formal hearings
- Requests for Nondisclosure of Directory Information
- Statement on contents of Records regarding hearing panel decisions
- Waiver of Right of Access to Confidential Recommendations
- Written consent for records disclosure
- Written decisions of hearing panels

**Federal Disclosure Records:**

- Athletic participation/EADA Document
- College costs, Accreditation, Textbook information, Transfer Credit Policy
- Crime Statistics/Security Reports
- Graduation/Completion Transfer Out data
- Institutional Information

**III. UTILITY AND FUNCTION OF INFORMATION PROVIDED WITHIN THIS DOCUMENT**

- a. Preservation of Historical Documents.** Historically, University records have been preserved in paper files. Presently, however, advances in technology are beginning to present a viable alternative to paper records: electronic data stored in computer systems. Using electronic data to store University records presents a potentially fatal flaw, however, because electronic data decays over time. Thus, unlike paper records, with the passage of time electronic records lose information as it randomly slips away in bite-sized chunks, unless software updates are consistently purchased, installed, and maintained.

Because of this aspect of information technology systems, records storage within an information system must comply with the legal requirements set forth in Regent Policy Document 3-2: University of Wisconsin System Public Records Management; and Chapter Administrative 12: Electronic Records Management-Standards and Requirements. Please carefully review these documents prior to storing official copies of public records upon information systems and if you have questions or concerns then please seek assistance from the records officer at their respective University of Wisconsin institution.

**b. Use of the Systems Approach.** To as great extent as possible, the records schedules included within this document were developed using a systems approach. That is, the substantive information contained within an individual document, rather than the document's format, is the basis for the descriptor of each department. This is because the format for some documents is dynamic in nature and subject to administrative change. Thus, the descriptors for each document are as comprehensive as possible without relying upon format or form names.

Due to these changes, however, there may be instances in which an individual records schedule does not reflect the exact title or name of a form as used by the originator of a document. In such cases, if a University employee has difficulty determining whether a document comprises a record by reviewing the descriptive information contained within both the document and a records schedule then employees seek assistance from the records officer at their respective University of Wisconsin institution.

**c. Minimum Retention Established and Permanent Retention Procedure.** The records schedules included within this document establish minimum retention periods for each type of record. The disposition of each record is assumed to be destruction after its minimum retention period. However, expired records may be retained, for as long as they are needed as a resource for performing future projects on behalf of the University of Wisconsin.

**d. Materials That Do Not Comprise Public Records.** Under Wisconsin law, many materials do not comprise public records. Therefore, non-records should be retained only so long as they are useful as a resource for performing the transaction of public business on behalf of the University of Wisconsin System. Thereafter, in the interest of efficiency and proper resource management, they should be destroyed.

The following materials are not public records, under Wis. Stats. §§ 16.61 and 19.35.

**1. Duplicates.** Public records do not include duplicate copies of records, the original copies of which are in the custody of an office contained within the University of Wisconsin System Administration, and which are maintained by a University employee only for convenience or reference and for no substantive purpose.

**2. Unsolicited Notices or Invitations.** Public records do not include unsolicited notices or invitations received by a University employee, which are not related to any official action taken, proposed, or considered by the University of Wisconsin System.

**3. Drafts, Notes and Preliminary Computations.** Public records do not include drafts, notes, preliminary computations, and like materials, but only if they are intended for personal use by a University employee or prepared by a University employee in the name of the person for whom the employee is working.

**4. Routing Slips and Envelopes.** Public records do not include Routing slips and envelopes.

**5. Personal Materials.** Public records do not include materials that are the personal property of a University employee and that have no relation to his or her office.

Please note that non-records should be destroyed as soon as possible, concurrent with the time at which they are no longer useful as a resource for performing the transaction of public business on behalf of the University. Moreover, personal materials should neither be created nor retained by a University during the regular course of business.

Also note that if non-records are retained beyond the time they are no longer useful as a resource for performing the public business on behalf of the University then under Wisconsin law, duplicates, unsolicited notices, invitations, routing slips and envelopes would have to be turned over to a requester in response to a relevant public records request, and in response to audit or litigation proceedings. See Wisconsin Statute 13.94, 19.35, and 804.01.

**e. Schedule Does Not require creation of Records**

It is understood that not all UW-System Campuses may have all the types of records listed in this schedule. This schedule does not require records to be created by UW-System Campuses. It provides policy guidance for those records that are used by UW-System Campuses.

**IV. CONDITIONS AFFECTING FINAL DISPOSITION**

All recommended dispositions stated within this schedule may be carried out by University of Wisconsin institutions without further consultation or approval from the University of Wisconsin Archives, legal services, or internal audit with the following exceptions:

**a. Public Records Request.** If a public records request is received by an office for any record or records included within this schedule then the record (s) cannot be destroyed until the request is granted, or until at least sixty days after the date the request is denied. Court orders may extend this time period. If necessary and upon request, the Office of General Counsel will provide guidance to University of Wisconsin institutions regarding public record requests.

**b. Litigation or Audit.** Each University of Wisconsin institution must not only retain records that are the subject of pending litigation or audit, but also suspend any disposition of those records until such time as the litigation or audit is completed. Requests for records relating to open audits must be filed with the University of Wisconsin institution involved in the audit.

**UNIVERSITY OF WISCONSIN SYSTEM STUDENT RECORDS GENERAL RECORDS SCHEDULE**

The University of Wisconsin System Student Records General Records Schedule applies to all University of Wisconsin institutions. In order to facilitate efficient records management for University employees, this general schedule is provided in narrative format.

Those records series that contain **Personally Identified Information (PII)** are marked as:  
**PII? Yes.**

**The Family Education Rights and Privacy Act (FERPA)** applies to many records series throughout this document. These are identified as **confidential** and require appropriate handling as required by law.

## **Admission Records**

### **UWSTU001 Acceptance Letters, (enrolled students)**

Comprising this series are the university's copy of notification letters in any format sent to admitted freshmen or transfer students as a response to application to the university. Such letters may include an invitation to orientation and indicate any further steps needed to be taken by the admitted student.

**Retention Period:** EVT + 5 years then destroy confidentially (EVT = date of graduation or last attendance)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

### **UWSTU002 Acceptance Letters, (not enrolled)**

Comprising this series are the university's copy of notification letters in any format sent to admitted freshmen or transfer students as a response to application to the university. Such letters may include an invitation to orientation and indicate any further steps needed to be taken by the admitted student.

**Retention Period:** EVT + 1 year then destroy confidentially (EVT = date of application)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

### **UWSTU003 Applications for Admission, (enrolled students)**

The records include official institutional application forms completed in any format by prospective students for admission or readmission to the institution.

**Retention Period:** EVT + 5 years then destroy confidentially (EVT = date of graduation or last attendance)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

### **UWSTU004 Applications for Admission, (not enrolled)**

The records include official institutional application forms completed in any format by prospective students for admission or readmission to the institution.

**Retention Period:** EVT + 1 year then destroy confidentially (EVT = date of application)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

### **UWSTU005 Applications for Admission, falsified**

Admissions application and supporting documentation received from individuals misrepresenting themselves. The retention period provides sufficient time to track those individuals who may make repeat attempts to submit a falsified application.

**Retention period:** Retain for three (3) semesters following the term for which the subject applied plus an additional 7 years. Destroy confidentially.

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU006 Applications for Admission, unsolicited**

This series contains letters of recommendation, test scores, portfolios, CDs, examples of work prepared by the potential applicants where no formal application was ever submitted. The materials may be received in any format. Some institutions receive a significant number of admission inquiries from abroad. It is often difficult for those potential applicants to obtain or reproduce materials previously submitted. Two years incorporates a grace period for those potential students who do complete an application for the next academic year.

**Retention period:** Retain for three (3) semesters following the term for which they applied plus an additional 2 years then destroy confidentially.

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU007 Correspondence, staff, with or concerning enrolled students**

The series includes correspondence in any format between Enrollment Services staff within units or with students, relevant to the admission and/or academic progress of individual student.

**Retention Period:** EVT+5 years then destroy confidentially. (EVT = date of graduation or last attendance)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU008 Correspondence, staff, with or concerning students who did not enroll**

The series includes correspondence in any format between Enrollment Services staff within units or with students, relevant to the admission and/or academic progress of individual student.

**Retention Period:** EVT+1 year then destroy confidentially. (EVT = date of application)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU009 Credit by Examination or experiential learning credit records**

Examinations include but are not limited to Advanced Placement results, CLEP, PEP, other test score results, prior learning documentation, etc. used for advanced placement within degree program

**Retention Period:** EVT+5 (for enrolled and non-enrolled students) years then destroy confidentially. (EVT = Graduation date or date last attended.)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU010 Entrance Examination Results and other Placement Test records, (enrolled students)**

Student scores from standardized tests, include, but are not limited to: ACT, SAT, GRE or university or department-specific tests or auditions for enrolled students.

**Retention Period:** EVT + 5 years then destroy confidentially (EVT = date of Graduation or last attendance)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.



**UWSTU011 Entrance Examination Results and other Placement Test Records, (not enrolled)** Student scores from standardized tests, including but not limited to: ACT, SAT, GRE or university or department-specific tests or audition for students who did not enroll in the institution.

**Retention Period:** EVT + 1 year then destroy confidentially (EVT = date of application)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU012 Graduate School Degree Applications - received**

This series is comprised of graduation applications received by either the Registrar's Office (for the Bachelor's and Professional degrees) or the Graduate School (for Master's and Doctor's degrees), may include compiled lists of students eligible to graduate. The Official Copy resides in the Registrar's Office -- Graduation and Academic Records for Bachelor's and Professional degrees and in the Graduate School for Master's and Doctor's degrees. Other copies may be found in the College/School or Department

**Retention Period:** EVT +1 year then destroy confidentially (EVT = date of Graduation or last attendance)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU013 Graduate School Admission Applications, (not accepted, not enrolled, or incomplete)**

A record of applicants for UW admission into a graduate program who were not accepted; who were accepted, but who did not enroll; or who never completed the application process. Graduate school application files maintained at the school and/or department levels containing some to all of the following types of materials: copy of the application for admission to the Graduate School, complete set of official transcripts from other institutions, copy of the Graduate School Examiner's report, reasons for graduate study, any miscellaneous correspondence, letters of recommendation, GRE scores, and other materials which may be requested by the particular school or department.

**Retention Period:** EVT + 5 years then destroy confidentially (EVT = date of application)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU014 Graduate School Admission Applications -residency/fellowship applicants**

This series includes admission applications in any format of applicants to a Residency or Fellowship Program who did not match the program requirements, were not accepted, withdrew from consideration, or were not interviewed. Also includes **Not Matched, Not Accepted, Withdrawn, or Not Interviewed.**

**Retention Period:** EVT + 5 years then destroy confidentially (EVT = date of application)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU015 Graduate School Qualifying Exams**

Examinations or qualifying exams taken by Ph. D. candidates in which Candidates are required to pass a certain number of exams by a certain deadline to qualify for admission to graduate school. They are grouped by semester and each exam is graded by two people. There are also Grading Charts that complement these exams which indicate who the graders are.

**Retention Period:** EVT + 2 years then destroy confidentially (EVT = date of last attendance)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU016 Letters of Recommendation, (enrolled students)** These records include letters of recommendation in any format required by the school or provided by the applicant as additional information to admission officers.

**Retention Period:** EVT + 5 years then destroy confidentially. (EVT = date of application)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU017 Letters of Recommendation, (not enrolled)** These records include letters of recommendation in any format required by the school or provided by the applicant as additional information to admission officers.

**Retention Period:** EVT + 1 year then destroy confidentially. (EVT = date of application)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU018 Program Admissions Records, (admitted students)**

This series includes materials submitted in the application process for majors that have limited space and require application. Entrance to these majors is competitive; not all students will necessarily be accepted. Eligibility requirements vary from program to program. For example, in general, teacher education students must complete a minimum number of total credits, earn a minimum grade-point average, take and submit the scores for the Praxis I/Pre-Professional Skills Test (PPST), and submit an application. Some programs also require applicants to complete a minimum number of credits in the major. Programs may ask for essays or statements, letters of recommendation, extended study abroad, or other documents, test scores, or experiences. These materials, submitted by successful applicants, comprise this series.

**Retention Period:** EVT + 5 Years (EVT= Date of graduation from the program)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy when no longer needed.

**UWSTU019 Program Admissions records, (not admitted)**

This series includes materials submitted in the application process for some majors, which have limited space and require application. Entrance to these majors is competitive; not all students will necessarily be accepted. Eligibility requirements vary from program to program. For example, in general, teacher education students must complete a minimum number of total credits, earn a minimum grade-point average, take and submit the scores for the Praxis I/Pre-Professional Skills Test (PPST), and submit an application. Some programs also require applicants to complete a minimum number of credits in the major. Programs may ask for essays or statements, letters of recommendation, extended study abroad, or other documents, test scores, or experiences. These documents for students who have applied and failed to be admitted comprise this series.

**Retention Period:** EVT + 2 Years (EVT= Date of application)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy when no longer needed.

**UWSTU020 Residency records, (enrolled students)**

Records used to determine student residency classification for tuition purposes. These records also include forms to appeal for in-state resident tuition. Records supplied to substantiate this may include a variety of state and federal income tax information, high school records, employment records and other documents.

**Retention Period:** EVT + 5 years then destroy confidentially. (EVT = date of graduation or last attendance)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU021 Residency records, (admitted, not enrolled)**

Records used to determine student residency classification for tuition purposes. These records also include forms to appeal for in-state resident tuition. Records supplied to substantiate this may include a variety of state and federal income tax information, high school records, employment records and other documents.

**Retention Period:** EVT + 1 year then destroy confidentially. (EVT = date of application)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU022 Transcripts from other institutions, (enrolled students)**

Transcripts from other institutions such as preparatory schools, high schools, other universities, colleges and technical schools used to support the admissions process

**Retention Period:** EVT + 5 years then destroy confidentially. (EVT = date of application)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU023 Transcripts from other institutions, (not enrolled)**

Transcripts from other institutions such as preparatory schools, high schools, other universities, colleges and technical schools used to support the admissions process

**Retention Period:** EVT + 1 year then destroy confidentially. (EVT = date of application)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU024 Veterans records, (enrolled students)**

Records related to student enrollment for federal/state military benefits such as application, copies of discharge form DD214, VA eligibility certificates, study grants, VA vocational rehabilitation agreements, VA fee vouchers, and correspondence, in as far as these records support the admissions process. See FINAID001 and FINAID010 for the disposal of those veteran's records used to determine financial aid eligibility.

**Retention Period:** EVT + 5 years then destroy confidentially. (EVT= end of benefit award year)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU025 Veterans records, (not enrolled)**

Records related to student enrollment for federal/state military benefits such as application, copies of discharge form DD214, VA eligibility certificates, study grants, VA vocational rehabilitation agreements, VA fee vouchers, and correspondence, in as far as these records support the admissions process. See FINAID001 and FINAID010 for the disposal of those veteran's records used to determine financial aid eligibility.

**Retention Period:** EVT + 2 years then destroy confidentially. (EVT = date of application)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

## **Student Academic Records**

**UWSTU026 Academic Dismissal /Suspension /Expulsion records**

University's copy of the letter in any format from the Dean of Students or equivalent office explaining to the student the dismissal and the academic or nonacademic reasons for the action.

**Retention Period:** CR + 6 years, then transfer to University Archives.

**PII?** Yes

**Confidential?** Yes

**Copies:** Retain one year then destroy confidentially

**UWSTU027 Academic Misconduct records**

Notification of academic misconduct and documentation of sanctions or disciplinary action including correspondence, reports, requests for hearings, appeals and petitions.

**Retention Period:** CR + 6 years, then transfer to University Archives.

**PII?** Yes

**Confidential?** Yes

**Copies:** Retain one year then destroy confidentially

**UWSTU028 Academic Warnings**

Academic warning sent by email or paper correspondence informing the student of poor academic performance that threatens continued attendance of the institution.

**Retention Period:** EVT + 5 years. (EVT= date of graduation or last attendance)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU029 Add/Drop records**

Completed course add or drop forms and related records required by the institution to add or drop courses after the registration deadline.

**Retention Period:** EVT + 1 year. (EVT =date submitted)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU030 Applications for Graduation, (graduated students)**

Applications completed by students as required prior to graduation. These trigger degree audits which review student records for completion of degree requirements. (Degree Audits UWSTU044)

**Retention Period:** EVT + 1 year. (EVT = date of application)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU031 Applications for Graduation, (non-graduated students)**

Applications completed by students as required prior to graduation. These trigger degree audits which review student records for completion of degree requirements. (Degree Audits UWSTU044)

**Retention Period:** EVT + 5 years. (EVT =application date)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU032 Athlete Academic Records**

Records including dossiers in any format created by the Athletic Director, the Associate Athletic Director or the Compliance Officer for individual students, compiling academic and enrollment records, credit and major requirements, amateur athletic status certification, semesters of eligibility used and remaining, which make up participation status. Where offered, tutor evaluation and assessment records or mandatory study time requirement records may be included.

**Retention Period:** EVT + 10 years then destroy confidentially (EVT = date of graduation or last attendance)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU033 Athletic Eligibility Reports**

Reports in paper or electronic form created by the Athletic Director, the Associate Athletic Director or the Compliance Officer to demonstrate athletic eligibility of teams. The reports include summarized academic and enrollment information and approval of academic record for each member of the team as well as certification of amateur athletic status and number of semesters of eligible competition used and remaining. (For schools in WIAC, this series runs parallel to the conference-wide series WIAC107)

**Retention Period:** EVT + 2 years then destroy confidentially (EVT = date of submission of official report)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU034 Audit Authorizations**

Documentation consisting of paper or electronic forms completed by students and signed by the course's instructor, giving the student permission to audit a course, instead of enrolling for academic credit.

**Retention Period:** EVT + 1 year then destroy confidentially (EVT = date of submission)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU035 Change of Grade Documentation**

Documentation as a paper or electronic data entry form completed by the instructor of the relevant course and signed by the appropriate dean supporting an approved change of a previously assigned course grade.

**Retention Period:** EVT + 5 years then destroy confidentially (EVT = date of submission)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU036 Changed Grade Record**

Paper, student information system (SIS) electronic, or other evidence of a legitimately changed final course grade.

**Retention Period:** CR + 6 years, then transfer to University Archives.

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU037 Correspondence between students and faculty regarding course content or progress**

Correspondence between faculty and students in any form relating to coursework, as retained by academic departments to serve as source documents for submitted official grades.

**Retention Period:** 6 months after close of semester in which grades are submitted.

Destroy confidentially

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU038 Correspondence related to academic inquiry**

Student Correspondence related to academics other than with current instructors (See UWSTU037) or with Enrollment Services regarding Admission (See UWSTU007; UWSTU008)

**Retention Period:** EVT+6 months years then destroy confidentially (EVT = date of correspondence)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU039 Course Repeat Approval Form**

Form requesting and/or granting approval to repeat a course for credit. Document contains student name, ID, course number and signature of advisor and may record academic reasons for repeating the class.

**Retention Period:** EVT+1 year then destroy confidentially. (EVT = date of submission)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU040 Course Wait List**

Lists of students waiting for an enrollment opening in an individual course because the course has reached its maximum class size. Lists may be generated by academic departments or individual instructors. They may be used to give preference to waiting students in the following semester or determine the need for more sections of the class.

**Retention Period:** EVT+ one semester or when no longer needed for administrative purposes. (EVT=end of semester in which list was created.)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU041 Credit/No Credit Approval Forms**

Request forms completed by the student and signed by the instructor and related records to change the individuals grading option of a course from the letter grade to pass/fail or vice versa.

**Retention Period:** EVT+1 year then destroy confidentially. (EVT = date of submission)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU042 Criminal Background Check Records, Students**

Records are created through an investigation of offenses and related disclosed information for students working toward professional experience, licensure or certification and usually involved with an internship or clinical experience. Many programs keep these records separate from other student records. These records include, but are not limited to: (1) confidential self-disclosure application supplements; (2) criminal background check reports, which are generated by private vendors on a contract basis, University employees, or employees of the Wisconsin Department of Justice; (3) records created and received by the University employees who are responsible for decisions related to the applicants continued progress.

**Retention Period:** EVT+7 years then destroy confidentially. (EVT = date of completed check)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU043 Curriculum Change Authorizations**

Forms and related documentation in any format authorized by the department chair and/or the college dean approving changes with authorizations to individual student degree program requirements.

**Retention Period:** EVT+5 years then destroy confidentially. (EVT = date of submission)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU044 Degree Audits**

Records created through comparison of transcript and other student records with university and departmental requirements for graduation to verify progress made in student degree program requirements and/or eligibility for a degree.

**Retention Period:** EVT+5 years then destroy confidentially. (EVT = date of submission)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU045 Diplomas, (returned because undeliverable)**

Paper diplomas returned to the university, undeliverable due to incorrect address or other reasons.

**PII?** No

**Confidential?** No

**Retention Period:** EVT+1 year then destroy confidentially. (EVT= date of graduation)

**UWSTU046 Fellowships and Scholarships (graduate and undergraduate)**

Notices of fellowship and scholarship opportunities, nominations of candidates and results, either individual or lists in any format, for both graduate and undergraduate students.

**Retention Period:** EVT + 3 years (EVT = date of last attendance)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU047 Grade Books, original (academic departments)**

Student grades recorded by professors and instructors in any format to support the official awarded grades submitted to the Registrar

**Retention Period:** EVT+2 years then destroy confidentially. (EVT = end of semester)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU048 Grades, official**

Official student grades, recorded by Registrar, including material in all formats: paper, electronic, D2L, etc.

**Retention Period:** Permanent.

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU049 Graduate School Records for accepted students**

This series contains the official student record contained in an integrated student information system (ISIS). It contains Admission Applications and Proficiency Testing, Letter of Recommendations, Directed Study and Thesis Pre-authorization Forms, Credit Evaluations and Re-evaluations, Wisconsin Residency determination and supporting documentation, Dean's Academic and transfer forms, Foreign Language Exam forms, Grade Change forms and Grade Problem Cards, Pass/Fail Option forms, Major Declaration forms, Disciplinary or conduct actions forms, Withhold of public information form(FERPA), Student Authorization for Disclosure in Education Records, Study abroad course and grade evaluations, Degree summary with attached correspondence and related forms, Degree Audits , Copy of the Transcript, Copy of the permanent card, Identity change, legal summons, subpoenas and related correspondence, ROTC forms, Course change request forms, Enrollment letters and other supporting information from Registrars office, and Transcripts from other colleges or universities. Other formats may include microfilm, Images, and data in the Data warehouse.

**Retention Period:** 10 years from date of receipt of degree or date of last attendance and destroy confidentially

**PII?** Yes

**Confidential?** Yes



**UWSTU050 Graduate School: Thesis/Dissertations/Directed Study**

Theses and Dissertations written as part of the requirement for a conferred degree. Some programs allow for Directed Study or a Thesis.

**Retention Period:** CR + 6, then transfer to Library or University Archives per policy of the individual institution.

**PII?** No

**Confidential?** No

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU051 Grievances, Exam/course related (not grade disputes)**

Paper or electronic forms recording student grievances about courses, coursework, exams, instructor and include student name and number, term/semester, course number name of instructor and signatures by student, faculty or staff.

**Retention Period:** EVT+3 years then destroy confidentially (EVT = date of submission)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU052 Hold or Encumbrance Authorizations**

Limitations placed on a student's account due to late payment, late registration, or other reasons stated by the institution due to nonpayment of fees, library fines, parking citations, etc. An encumbrance can prohibit students from registering for classes, affect the release of their transcripts, or delay the reception of their diplomas.

**Retention Period:** EVT+ 6 years then destroy confidentially (EVT= fiscal year of creation)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU053 Honors Program Applicant Files, undergraduate**

This record series includes Honors Program applicant files and applications, grade point averages, scholarship and award materials, and statistics.

**Retention:** EVT + 5 years then destroy confidentially (EVT = date of application)

**PII?** Yes

**Confidential?** Yes

**UWSTU054 Instructional Materials including materials in course management systems**

Examinations, coursework, assignments, etc. as retained by academic departments to serve as source documents for submitted official grades. This series includes course support instructional materials in any format including those found in course management systems, such as Desire2Learn (D2L).

**Retention Period:** 1 year after end of semester in which grades are submitted years then destroy confidentially.

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU055 Internship Agreements**

Agreements, also known as memorandums, between the University, individual departments or colleges or the UW Board of Regents and external businesses or agencies governing potential supervised practical training or service learning experiences of university students. Internship agreements DO NOT concern individual students but rather acknowledge the business or agency's willingness to accept interns in the future. Agreements may include a list of the responsibilities and expectations of the agencies, the University offices and the students; as well as any general provisions or information germane to the execution of the learning experience.

**Retention Period:** EVT + 1 year then destroy (EVT= expiration of agreement)

**PII?** No

**Confidential?** No

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU056 Internship Contracts**

Signed agreements governing supervised practical training or service learning experiences of university students. Often internship contracts are made between academic departments/colleges and external agencies but may involve another university department. Contracts stipulate expectations of a student's responsibilities, the learning outcomes to be covered as well as the logistical aspects of the program. Retention period is identical to that for tests and other instructional materials that are similarly used to determine a student's final grade.

**Retention Period:** Original: EVT + 1 year then destroy confidentially. (EVT= date of end of internship as determined by the University)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU057 Major Declarations, Changes, Certification of Second Major, Minors**

Electronic or paper documents detailing the student's declaration or change of majors or the addition of a second major or minor. Records contain the date of the change, required authorizations, the parameters of the addition or change including the new requirements for completion. Major declaration, change and the addition of a second major or minor may all be contained in one document or they may be accomplished via several forms. Practice varies between departments and schools.

**Retention Period:** EVT+5 years then destroy confidentially. (EVT = graduation or last attendance)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU058 Name Change Authorizations**

Forms and subsequent records in any form documenting a name change request and action initiated by a student.

**Retention Period:** EVT+5 years then destroy confidentially (EVT = date of submission)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU059 Petitions, Exceptions to academic rules**

Paper forms submitted by the student requesting an exception be made to academic rules regarding required classes, etc. Forms include student name and ID number, term/semester, course number name of instructor and signatures by student, faculty or staff.

**Retention Period:** EVT+5 years then destroy confidentially (EVT = date of submission)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU060 Registration Forms**

Forms completed by students at the time of registration in paper, electronic or online formats. These forms contain student name and number, term or semester, class number and title and number of credits.

**Retention Period:** EVT+1 year then destroy confidentially (EVT = date of submission)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU061 Schedules--individual student schedule of classes**

Electronic or paper schedule issued to students recording the classes in which they are enrolled, credits, grading option, location and meeting times of classes, and including student name, class, major and identification number.

**Retention Period:** EVT+1 year then destroy confidentially (EVT = date of schedule creation)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU062 Student Teacher Field Experience File**

Records assembled through the evaluation of student teachers conducting their field work. Records may contain but are not limited to: written evaluations of field supervisors and cooperating teachers; remediation plans; recommendation letters; signed agreements with districts; correspondence; copies of transcripts and other student records. Records kept during a probationary period of new teachers to aid in their professional development plans. Note: For retention guidelines for necessary tuberculosis or other medical tests that field experience may require, see the Health Services General Record Schedule.

**Retention Period:** EVT + 7 years then destroy (EVT= Graduation or semester of last attendance)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original

**UWSTU063 Study Abroad Program Files**

These records consist of a series of databases or paper files which are maintained for multiple years. The data provides a continuous list of study abroad program names, student names, number participating, dates of the program, course registration, medical information, names of roommates, biographical information and other information.

**Retention Period:** EVT+1 year then destroy confidentially (EVT= end of program)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU064 Syllabi and/or individual Course Calendars**

Record series includes the written summary of individual class objectives, topics covered, requirements, necessary texts and equipment, grading and evaluation procedures and other class-specific policies created by an instructor for students. An official copy of the syllabus should be kept by the department for official retention as detailed below. Other copies may be kept by instructors for administrative, personal use for a time specific to each college, department or individual's needs for the purposes of re-accreditation, course modification and review, tenure/personnel decisions, etc.

**Retention:** Official Department Copy: 10 years after last day of course then transfer to archives \*

**PII?** No

**Confidential?** No

**Copies:** Destroy when no longer needed for college/departmental or personal use.

\*The determination of archival value of syllabi will be made by each institution's archives.

**UWSTU065 Transcripts, official**

Official student academic transcripts showing name, years of attendance, courses attended, grades, major and further academic achievements.

**Retention Period:** Permanent

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU066 Transcripts, student requests**

Documentation in any format recording student requests for official copies of their university transcripts

**Retention Period:** EVT+1 year then destroy confidentially (EVT = date of request)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU067 Transfer Credit Evaluations**

Forms that evaluate the credits an individual student previously earned at another institution based on transfer equivalencies (UWSTU091) and used to determine actual student credit transfers

**Retention Period:** EVT+5 years then destroy confidentially (EVT = date of evaluation)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU068 Withdrawal Authorizations**

Documentation includes forms completed by students in order to officially withdraw from all classes after the last day to withdraw from individual classes. Form includes identification information, the agreement to pay the withdrawal fee, and an explanation of the extraordinary non-academic reasons for the step.

Documentation also includes the records of the decision of the granting authority.

**Retention Period:** EVT + 5 years then destroy confidentially (EVT = date of submission)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

## **International Student Records**

### **UWSTU069 Arrival-Departure Records, (enrolled students) (I-94) (copy)**

The UW agency keeps a copy or image of the I-94, not the original. Form I-94 must be completed at the time of entry to the United States by foreign citizens that are being admitted into the United States with nonimmigrant visa status. Form I-94 documents a lawful admission to the U.S. in a specific status and any defined expiration of that status in the United States.

**Retention Period:** EVT + 5 years then destroy confidentially (EVT = date of graduation or last attendance)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

### **UWSTU070 Arrival-Departure Records, (not enrolled) (I-94) (copy)**

The UW agency keeps a copy or image of the I-94, not the original. Form I-94 must be completed at the time of entry to the United States by foreign citizens that are being admitted into the United States in a nonimmigrant visa status. Form I-94 documents a lawful admission to the U.S. in a specific status and any defined expiration of that status in the United States.

**Retention Period:** EVT + 1 year then destroy confidentially (EVT = date of submission)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

### **UWSTU071 Certificate of Eligibility for F-1 Visa Status, (enrolled students) (I-20)(copy)**

The UW agency keeps a copy or image of the I-20, not the original. The I-20 is a form used to apply for a non-immigrant student visa (F-1 visa). The I-20 form is a certificate of eligibility for nonimmigrant (F-1) student status issued by the school that has admitted to student. It is a requirement for the F-1 Visa. The UW agency provides the I-20 to students who have been accepted to attend class. The student is required to keep the original.

**Retention Period:** EVT + 5 years then destroy confidentially (EVT = date of graduation or last attendance)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

### **UWSTU072 Certificate of Eligibility for F-1 Visa Status, (not enrolled) (I-20)(copy)**

The UW agency keeps a copy or image of the I-20, not the original. The I-20 is a form used to apply for a non-immigrant student visa (F-1 visa). The I-20 form is a certificate of eligibility for nonimmigrant (F-1) student status issued by the school that has admitted to student. It is a requirement for the F-1 Visa. The UW agency provides the I-20 to students who have been accepted to attend class. The student is required to keep the original.

**Retention Period:** EVT + 1 year then destroy confidentially (EVT = date of submission)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU073 Certificate of Eligibility for Exchange Visitor J-1 Status Form DS-2019, (enrolled students) (copy)**

The UW agency keeps a copy or image of the DS-2019. This is a multi-purpose document issued by a U.S. government-approved institution (or organization) certifying that admission into a program has been accepted. Program participants use the DS-2019 to apply for an exchange visitor (J-1) non-immigrant visa. The Student and Exchange Visitor Information System (SEVIS), database, processes the information and produces a copy of the DS-2019 that is sent back to the school. The student is required to keep the original. **Retention Period:** EVT + 5 years then destroy confidentially (EVT = date of graduation or last attendance)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU074 Certificate of Eligibility for Exchange Visitor J-1 Status Form DS-2019, (not enrolled) (copy)**

The UW agency keeps a copy or image of the DS-2019. The DS-2019 is a multi-purpose document issued by a U.S. government-approved institution (or organization) certifying that admission into a program has been accepted. Program participants use the DS-2019 to apply for an exchange visitor (J-1) non-immigrant visa. The Student and Exchange Visitor Information System (SEVIS), database, processes the information and produces a copy of the DS-2019 that is sent back to the school. The student is required to keep the original. **Retention Period:** EVT + 1 year then destroy confidentially (EVT = date of submission)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU075 Passport Page showing passport number, (enrolled students) (copy)**

The UW agency keeps a copy or image of the passport photo page to verify the passport number, country of citizenship, birthplace, birth date, and accurate spelling of the name of the student.

**Retention Period:** EVT + 5 years then destroy confidentially (EVT = date of graduation or last attendance)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU076 Passport Page showing passport number, (not enrolled) (copy)**

The UW agency keeps a copy or image of the passport photo page to verify the passport number, country of citizenship, birthplace, birth date, and accurate spelling of the name of the student.

**Retention Period:** EVT + 1 year then destroy confidentially (EVT = date of submission)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU077 Statement of Educational Costs, (enrolled students)**

The UW agency provides a copy of the statement of educational cost to the students. The statement indicates university contact information, estimated expenses for tuition, fees, living expenses, health insurance and instructions for submitting financial verification form.

**Retention Period:** EVT + 5 years then destroy confidentially (EVT = date of graduation or last attendance)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU078 Statement of Educational Costs, (not enrolled)**

The UW agency provides a copy of the statement of educational cost to the students. The statement indicates university contact information, estimated expenses for tuition, fees, living expenses, health insurance and instructions for submitting financial verification form.

**Retention Period:** EVT + 1 year then destroy confidentially (EVT = date of submission)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU079 Statement of Financial Responsibility and supporting documents, (enrolled students)**

Copies of financial documents include bank letters showing sufficient funds on deposit for at least the first year's expenses and legal names of sponsors with appropriate signatures and dates. The UW agency may keep the original documents or copies or images of them.

**Retention Period:** EVT + 5 years then destroy confidentially (EVT = date of graduation or last attendance)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU080 Statement of Financial Responsibility and supporting documents, (not enrolled)** Copies of financial documents include bank letters showing sufficient funds on deposit for at least the first year's expenses and legal names of sponsors with appropriate signatures and dates. The UW agency may keep the original documents or copies or images of them.

**Retention Period:** EVT + 1 year then destroy confidentially (EVT = date of submission)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU081 United States Permanent Resident Card (Green Card) copy, (enrolled students)**

The UW agency keeps a copy or image of the Permanent Resident Card, not the original. The card has previously been called the Alien Registration Receipt Card and is has not always been green in color. The card provides evidence of admissibility to the United States as a lawful permanent resident.

**Retention Period:** EVT + 5 years then destroy confidentially (EVT = date of graduation or last attendance)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU082 United States Permanent Resident Card (Green Card) copy , (not enrolled)**

The UW agency keeps a copy or image of the Permanent Resident Card, not the original. The card has previously been called the Alien Registration Receipt Card and is has not always been green in color. The card provides evidence of admissibility to the United States as a lawful permanent resident.

**Retention Period:** EVT + 1 year then destroy confidentially (EVT = date of submission)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

## **Publications, Statistics and Policy**

### **UWSTU083 Catalog, graduate and undergraduate**

Official institutional course catalog in paper or electronic format providing overview of admissions policies, course offerings and degree requirements as well as minor and certificate requirements.

**Retention Period:** CR + 6 years, then transfer to University Archives.

**PII?** No

**Confidential?** No

**Copies:** Destroy when no longer needed.

### **UWSTU084 Class Schedules/timetables (institutional)**

Official list of courses offered each semester, with information regarding course numbers, names and credits; instructors; times; and course location in any format. This may differ significantly from the publication available to students at the time of registration.

**Retention Period:** CR + 6 years, then transfer to University Archives.

**PII?** No

**Confidential?** No

**Copies:** Destroy when no longer needed.

### **UWSTU085 Correspondence, policy-setting**

Policy-setting correspondence within enrollment services units or between them and university administration.

**Retention Period:** CR + 6 years, then transfer to University Archives.

**PII?** No

**Confidential?** No

**Copies:** Destroy when no longer needed.

### **UWSTU086 Course File, master**

Official courses offered throughout the history of the institution

**Retention Period:** CR + 6 years, then transfer to University Archives.

**PII?** No

**Confidential?** No

**Copies:** Destroy when no longer needed.

### **UWSTU087 Enrollment and Class Lists**

Reports generated by Enrollment Services during any given semester reflecting student enrollment rosters, class size, graduation lists.

**Retention Period:** CR + 6 years, then transfer to University Archives.

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy when no longer needed.



**UWSTU088 Enrollment Verifications and Certifications**

Records used to verify student enrollment for purposes such as loan applications, insurance discounts, and Social Security benefits.

**Retention Period:** EVT +1. (EVT = completion of verification or certification) Destroy confidentially

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed.

**UWSTU089 Grade Reports/statistics**

Reports of official grades awarded, degrees conferred, grade lists, academic standing, grade point averages, degree statistics

**Retention Period:** CR + 6 years, then transfer to University Archives.

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy when no longer needed.

**UWSTU090 Honors Lists**

Lists of students who have achieved academic distinction, including but not limited to the Dean's List

**Retention Period:** CR + 6 years, then transfer to University Archives.

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy when no longer needed.

**UWSTU091 Transfer Equivalencies**

Aggregate transfer credit equivalency information, comparing course subject area, content, difficulty, level, and credit hours collected to evaluate and determine transferrable course credits from other institutions.

**Retention Period:** Until superseded. Keep until superseded and destroy

**PII?** No

**Confidential?** No

**Copies:** Destroy when no longer needed.

## **FERPA-Related Records**

### **UWSTU092 Requests for and Disclosure of Personally identifiable Information**

Records in any form of third-party requests for information, which require a student's signed and dated written consent for disclosure of information (see UWSTU097), and documentation of the subsequent disclosure of the information, if granted.

**Retention Period:** Permanent.

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy when no longer needed.

### **UWSTU093 Requests for Corrections to Records and Formal Hearings**

Student-initiated Requests for corrections to records and for formal hearings regarding the amendment of the academic record, based on the student's right to request to have records corrected that he or she believes to be inaccurate, misleading or in violation of their privacy rights. Requests to change and/or to challenge the information deemed erroneous or misleading must be made in writing and directed to the dean of the relevant college or the director of the appropriate office so that a hearing can be scheduled.

**Retention Period:** Permanent.

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy when no longer needed.

### **UWSTU094 Requests for Nondisclosure of Directory Information**

Documentation supporting a request to withhold items from public records, including the "Request to Withhold Student Information" form, where applicable.

**Retention Period:** Permanent.

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy when no longer needed.

### **UWSTU095 Statement on Contents of Records regarding Hearing Panel Decisions**

Statement written by a student who finds the decision of the formal hearing regarding the academic record unsatisfactory. The statement of reasons for disagreeing with the decision is placed in the student's file.

**Retention Period:** Permanent.

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy when no longer needed.

**UWSTU096 Waiver of Right of Access to Confidential Recommendations**

The waiver to right of access for a letter of recommendation is allowed for three purposes: (1) admission to another educational institution; (2) employment; (3) receipt of an award or honor. These are the only areas in which waivers are allowed. A student's signature on a waiver is voluntary and is not required as a condition for admission, receipt of financial aid form, or receipt of any other services or benefits from the University. Students who sign the waiver will, upon request, be notified of the names of all persons making confidential recommendations and such recommendations will be used solely for the purpose for which they were specifically intended. Revocation of waivers must be in writing to be effective.

**Retention Period:** Permanent or until terminated by the student

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy when no longer needed.

**UWSTU097 Written Consent for Records Disclosure**

The student's written, signed, and dated consent to the disclosure of personally identifiable information about a student or the inspection of the student's records. It must contain three elements: the specification of records to be released, the identity of the party to whom the records are to be released; the reason for the release.

**Retention Period:** Permanent.

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy when no longer needed.

**UWSTU098 Written Decisions of Hearing Panels**

Decisions resulting from a formal hearing regarding a student-initiated request for amendment of the student's educational records. In most cases the decision of the dean or director is final. If the student finds the decision unsatisfactory, they may place a statement in their file setting forth any reasons for disagreeing with the decision. Related to series UWSTU093 and UWSTU095

**Retention Period:** Permanent.

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy when no longer needed.

## **Federal Disclosure Records**

### **UWSTU099 Athletic Participation/EADA Document**

These records are provided both to students in paper or electronic format to disclose data about Equity in Athletics and to the Office of Postsecondary Education (OPE), Federal Department of Education. The source and background for these reports are data retained in worksheets, spreadsheets, charts, surveys, email, web-linked data and narrative reports, all of which are to be considered records belonging to this series. Schools contribute documents and athletics data that are submitted annually as required by the Equity in Athletics Disclosure Act (EADA), via a Web-based data collection, by all co-educational postsecondary institutions that receive Title IV funding (i.e., those that participate in federal student aid programs) and that have an intercollegiate athletics programs.

**Retention Period:** 3 years after required disclosure. Destroy or transfer to Archives

**PII?** No

**Confidential?** No

**Copies:** Destroy when no longer needed.

### **UWSTU100 College Costs, Accreditation, Textbook information, Transfer Credit Policy**

These records are provided both to students and the Department of Education. The source and background for these reports are data retained in worksheets, spreadsheets, charts, surveys, email, web-linked data and narrative reports, all of which are to be considered records belonging to this series. These disclosure records are organized in two broad categories: I. Non-Loan-Related Disclosure Requirements: Availability of Institutional and Financial Aid Information, Student Financial Assistance, General Institutional Information, Teacher Preparation Program Report, Health and Safety, Student Outcomes, Intercollegiate Athletic Program, and Voter Registration II. Disclosure Requirements Relating to Education Loans: HEA disclosure requirements that are related to Title IV, HEA program loans, and private education loans.

**Retention Period:** 3 years after required disclosure. Destroy or transfer to Archives

**PII?** No

**Confidential?** No

**Copies:** Destroy when no longer needed.

### **UWSTU101 Graduation/Completion Transfer Out data**

The records include data and reports supplied to the Department of Education (ED) and to students fulfilling Student Right-to-Know legislative requirements. The source and background for these reports are data retained in worksheets, spreadsheets, charts, surveys, email, web-linked data and narrative reports, all of which are to be considered records belonging to this series. Reporting to ED is accomplished via systems such as the Integrated Postsecondary Education Data System (IPEDS). IPEDS collects data on postsecondary education in the United States in seven areas: institutional characteristics, institutional prices, enrollment, student financial aid, degrees and certificates conferred, student persistence and success, and institutional human and fiscal resources. The completion of all IPEDS surveys is mandatory for institutions that participate in or are applicants for participation in any federal student financial aid programs and other programs. (See records retention information 34 CFR 668.24).

**Retention Period:** 3 years after required disclosure. Destroy or transfer to Archives

**PII?** No

**Confidential?** No

**Copies:** Destroy when no longer needed.

**UWSTU102 Institutional Information**

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