



# Seattle Pacific University

Student Academic Services  
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## Records Retention Schedule For Academic Records Updated: October 2014

*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.*

*Records need to be kept for the minimum required retention period listed below. Whether they are kept in paper format, scanned, or retained electronically does not matter as long as they are kept for the required time period and can be made readily available if legally contested.*

### Admissions

- Admitted but never registered
- Admitted, withdrew before quarter began
- Denied or file never completed

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.

RECORD	RETENTION PERIOD
**The 85-15% ratio of non-vet/vet students	3 years
Acceptance Letters *	5 years after graduation or date of last attendance
Admissions Letters and Correspondence	3 years
Alien Registration Receipt Card	3 years
Application for Admission *	5 years after graduation or date of last attendance
Application for Admission or Re-Admission	5 years
DS-2019 (currently not authorized)	3 years
Employment Authorization (work permit), if granted	3 years

Entrance Exam Reports/Test Scores	3 years
High School Transcripts	3 years
I-20	3 years
I-94 Card (copy)	3 years
Letters of Recommendation	3 years
Loose Credentials	3 years
Military Records	3 years
Other College Transcripts	3 years
Passport Number	3 years
Placement Test Records/Scores	3 years
Reapplication for Admissions	5 years after graduation or date of last attendance
Residency Classification forms	3 years
Statement of Educational Costs	3 years
Statement of Financial Responsibility	3 years
Withdrawal Authorizations	3 years

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

## Archives

RECORD	RETENTION PERIOD
Commencement Programs	Permanent
Continuing Education Bulletins	Permanent
Graduation Lists/Commencement Program	Permanent
Time Schedules/Schedule of Classes	Permanent
Thesis/Dissertation	Permanent
University Catalogs	Permanent

## Athletics

RECORD	RETENTION PERIOD
Athletic Participation/EADA Documents	3 years from date of required disclosure*
Athlete Reports	10 years
Athletic Eligibility Reports	1 year after date submitted
Athletic Participation/EADA documents	3 years

*\*If litigation is involved, the data must be retained until the completion of the action.*

## Center for Faculty Development & Scholarship

RECORD	RETENTION PERIOD
Instructor Evaluations (by Student)	1 term

## Department

RECORD	RETENTION PERIOD
Course Syllabi	10 years
Email data/information	UANS
Final Exam/Graded Coursework	1 year after course completed
Grade Appeal/Complaint	1 year after date submitted
Grade Book (faculty)	5 years after course completed
Grievance/Complaint (by student)	UANS
Inactive CE Adjunct Faculty Files	5 years
Major Substitution/Waivers	5 years after graduation or date of last attendance
Major/Minor Applications	5 years after graduation or date of last attendance
Placement Scores	5 years after graduation or date of last attendance
Substitutions/Waivers	5 years after graduation or date of last attendance
Waivers for Rights of Access	Permanent

## Electronic

RECORD	RETENTION PERIOD
Academic Dismissal	Permanent
Academic Records (transcripts)	Permanent
Advanced Placement Records	5 years after graduation or date of last attendance
Aging Detail Reports	Permanent
Application for Graduation	3 years after graduation or date of last attendance
Audit Authorizations	5 years
Change of Grade Form	Permanent
Changes of Course (Add/Drop)	1 year after date submitted
Class Rosters	1 year
Class Rosters/Original Grade Sheets	Permanent
Class Schedules	1 year
Complete Withdrawals	5 years after graduation or date of last attendance
Correspondence, relevant	3 years
Credit/no credit approvals	1 year after date submitted
Degree Audit Records	3 years after graduation or date of last attendance
Diploma Information-acknowledgement	5 years after graduation or date of last attendance
Enrollment Changes	1 year after date submitted
Enrollment Data	10 years
Enrollment Statistics	Permanent
Enrollment Verification(paper requests kept for 3 months)	1 year after date submitted
Entrance Examination Reports/Scores	3 years after graduation or date of last attendance
Grade Reports Released to Student	1 year after date submitted
Graduation Authorizations	5 years after graduation or date of last attendance
Hold or Encumbrance Authorizations	1 year after date submitted
Leave of Absence	UANS
Pass/No Credit Approvals	1 year after graduation or date of last attendance

Personal Data Information Forms	1 year after graduation or date of last attendance
Placement Scores	3 years after graduation or date of last attendance
Registration/Enrollment Records	1 year after date submitted
Requests for Nondisclosure (under FERPA) of directory information (or until student opts out)	Permanent
SPU Transcripts	Permanent
Student's Quarterly Class Schedules	1 year after graduation or date of last attendance
Test Scores	3 years after graduation or date of last attendance
Transfer credit evaluations	3 years after graduation or date of last attendance

## FERPA

RECORD	DEPARTMENT	RETENTION PERIOD
Requests for and disclosures of personally identifiable information	Office Responsible for the Data	Permanent or until student opts out
Requests for formal hearings	SAS or Office of Student Life	Permanent or until student opts out
Requests for nondisclosure of directory information	Student Academic Services	Permanent or until student opts out
Statements on content of records regarding hearing panel decisions	Student Academic Services	Permanent or until student opts out
Waivers for rights of access	Department	Permanent or until student opts out
Written consent for records disclosure	Department	Permanent or until student opts out
Written decisions of hearing panels	Student Life	Permanent or until student opts out

## Information & Data Management

RECORD	RETENTION PERIOD
Data Change Logs	10 years
Degree Statistics	Permanent
Demographic/Racial/Ethnic Statistics	Permanent
Enrollment Data	10 years
Enrollment Statistics	Permanent

Grade Data	Permanent
Grade Distribution and Other Grade Statistics	Permanent
Graduation/Completion, transfer-out data	3 years
Institutional Information (cost of attendance, withdrawal procedures, accreditation, etc.)	3 years
Race and Ethnic Reporting	3 years from date of required disclosure*
SRK Graduation/Completion; Transfer-Out Data, College Costs, Textbook Info	3 years from date of required disclosure
Student Demographic Information	50 years

\* If litigation is involved, the data must be retained until the completion of the action

## Library

RECORD	RETENTION PERIOD
Thesis/Dissertation	Permanent

## Safety and Security

RECORD	RETENTION PERIOD
Crime Statistics/Security Reports	3 years from date of required disclosure*

## School of Education

RECORD	RETENTION PERIOD
Teacher Certifications	Until administrative need is satisfied

## Student Academic Services

RECORD	RETENTION PERIOD
Academic Action Authorizations	5 years after graduation or date of last attendance
Academic Advisement Records	5 years after graduation or date of last attendance
Academic Dismissal	Permanent

Academic Petitions	5 years after graduation or date of last attendance
Academic Suspension	5 years after graduation or date of last attendance
Academic Warning	5 years after graduation or date of last attendance
Advanced Placement Records	5 years after graduation or date of last attendance
Application for Graduation	5 years after graduation or date of last attendance
Audit Authorizations	5 years after graduation or date of last attendance
Catalog and Time Schedule Changes	3 years
Change of Course (Add/Drop)	5 years
Change of Directory	1 year
Change of Grade Forms	5 years after graduation or date of last attendance
Class Schedules	1 year
Complete Withdrawals	5 years after graduation or date of last attendance
Correspondence, relevant	3 years after graduation or date of last attendance
Time Schedule Form	1 year after date submitted
Catalog Proposal Form	3 years after date submitted
Course/grade related Grievance by Student	5 years after graduation or date of last attendance
Credit By Exam Forms	3 years after graduation or date of last attendance
Curriculum Change Authorization	5 years after graduation or date of last attendance
Degree Audit Records	5 years after graduation or date of last attendance
Diplomas (Returned)	5 years
Electronic Class Rosters	1 year
Grade Change Forms	5 years
Grade Sheets (w/professor's signature)	5 years
Individual Class Schedule	5 years
Leave of Absence	5 years after graduation or date of last attendance
Letters of Recommendation *	5 years after graduation or date of last attendance
Military Documents (Academic)	5 years after graduation or date of last attendance
Name Change Authorizations	5 years after graduation or date of last attendance
Non-graduated students	7 years

Pass/No Credit Authorizations	3 years
Pass/No Credit Requests	5 years
Pass/No Credit, Audit Approvals	1 year after date submitted
Residency Verification Forms	1 year
Record of Grade Changes	5 years after graduation or date of last attendance
Registration Forms	5 years
Registration Petitions	5 years
Registration Withdrawal Forms	5 years
Request/Disclosure of Personally Identifiable Information	5 years after graduation or date of last attendance
Requests/Disclosure - Personally Identifiable Information (Confidential Status)	Permanent
Residency Classification Form *	3 years after graduation or date of last attendance
Residency Verification Records	6 years
SPU Transcript	Permanent
Student Correspondence: related to academic records	1 year after date submitted
Subpoenas	5 years after graduation or date of last attendance
Transcript Requests (paper requests)	3 months
Transcripts (from other institutions) *	5 years after graduation or date of last attendance
Transfer Credit Evaluations	5 years after graduation or date of last attendance
VA Certification Records	3 years after graduation or date of last attendance
Written Request for Confidentiality	5 years after graduation or date of last attendance

### SAS: Int'l Student Records\*

RECORD	RETENTION PERIOD
Passport Number (international students)	3 years after graduation or date of last attendance
Alien Registration Receipt Card	3 years after graduation or date of last attendance
DS-2019 Cert of Eligibility for JI VISA Status	3 years after graduation or date of last attendance
Employment Authorization for F-1	3 years after graduation or date of last attendance
I-20 (certificate of eligibility for F-1 visa status)	3 years after graduation or date of last attendance



I-94 Card(copy) arrival/departure record for non-immigrants	3 years after graduation or date of last attendance
International Student Forms	5 years after graduation or date of last attendance
Statement of Financial Responsibility (Int'l)	3 years after graduation or date of last attendance

## Student Financial Services

RECORD	RETENTION PERIOD
Aging Detail Reports	Permanent
Clearing Account Reconciliations Reports	7 years
Deposit Batch Cashiering Session Reports, Quikpay Reports	7 years
ISIR, documentation of corrections, modification to a student's award	7 years
Military Documents (Financial)	5 years after graduation or date of last attendance
No SSN letters/forms	7 years
Prior year student records for applicants/recipients	7 years
Records for Students who applied for financial assistance and enrolled in the current year	7 years
Statement of Educational Costs (Int'l Students) *	3 years after graduation or date of last attendance
Student Account Credit Balance Checks, prior to Finance printing checks	7 years
Student Account Credit Balance Reports for Checks and Direct Deposit	7 years
Student Account Files After Write-Off	Permanent
Student Account Program Files	5 years after award year
Student Account Statements	Permanent
Student Employment Files	7 years
Tuition and Fee Charges	3 years after graduation or date of last attendance

## Student Health Center

RECORD	RETENTION PERIOD
Immunization/Medical Records	3 years after graduation or date of last attendance

## Student Life

RECORD	RETENTION PERIOD
Academic Integrity Code Violations	Permanent
Disciplinary Action Records	3 years after graduation or date of last attendance
Request for Formal Hearings	Permanent
Written Decisions of Hearing Panels	Permanent

NOTE:

*Records which have been contested should never be destroyed unless the ability to reconstruct them in legally acceptable form is preserved.*

*\* Some documents from institutions in other countries may be originals and therefore difficult or impossible for the applicant to replace. May want to return documents to applicant, rather than destroy when retention period is over.*

*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.*

*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.