

<b>Policy: Student Records Retention</b>	<b>Number: 808.02</b>
<b>Date Revised: 09-01-17</b>	<b>Supersedes: NEW</b>
<b>Cross Reference: N/A</b>	<b>Issued: 08-01-02</b>

All records submitted by students which would be reflected in a student transcript—such as applications for graduation, registration forms, and pass/fail requests will be maintained for one (1) year following the student's last day of attendance. Transfer credit documents including evaluations, curriculum, or name change authorization—along with—tuition and fee charges will be maintained for a period not to exceed five (5) years from the date of the student's last day of attendance.