

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

Supercedes *CU-VPSA-DAR-2*

CU 07953 CLASS ROLLS, COURSE ROSTERS, 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.

Supercedes *CU-VPSA-DAR-2*

Schedule approved 8/8/94

CU 07954 STUDENT GRADE SHEETS

Description: Document final grades assigned to students by university faculty. 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: 3 years; destroy.

CU 10198 UNDERGRADUATE STUDENT FOLDERS (REVISED)

Description: Document a student's acceptance and enrollment, or non-acceptance. Includes applications for admission, status of applications, requests for reinstatement, date, letters of acceptance or rejection, student admissions and advisement reports, SAT scores, evaluation of transfer credit, external and supplemental transcripts, course work information, grade correction forms, degree progress reports and other related information.

Retention: Students not accepted: 1 year rejection; destroy.
Students who graduate: 75 years; destroy.

CU 13232 FORMER STUDENTS (undergraduate student folders)

Description: Document the academic careers of matriculated students who do not graduate. Includes applications for admission, status of applications, requests for reinstatement, date, letters of acceptance, student admission and advisement reports, SAT 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.

CU 13233 SUBPOENAED STUDENT RECORDS FILES

Description: Documents responses to subpoenas for student-related records served upon the university. Includes subpoenas, processing checklists, invoices, receipts for certified mail, hand written notes, correspondence, and related information.

Retention: 3 years; destroy.

CU 15509 STUDENT ATHLETE ELIGIBILITY FORMS AND REPORTS

Description: Created by the Registrar's Office to document the athletic eligibility status of enrolled students participating in various varsity sports. Records are also used for reports submitted to the National Collegiate Athletic Association and the Atlantic Coast Conference. Information consists of students' names, background information, grade level, academic standing, grade-point average, and eligibility status. Other information may include progress toward a degree, graduation and Retention rates, and related material.

Retention: 7 years; destroy.

Schedule Approved May 3,2010

CU-VPSA- OFFICIAL TRANSCRIPTS (graduate and undergraduate)

DAR-4

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.

CU-VPSA- CONTINUING EDUCATION UNITS

DAR-5

Description: Series included CEU Records which list name, social security number, address, program title, number of continuing education units, inclusive dates, signature, date. 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.

CU-VPSA- VETERANS ADMINISTRATION FILE (dept. uses state schedule below)
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 active file until graduation or termination. Retain 5 years; destroy.

12-809.13 VETERANS' FILES (State General Schedule)

- A.** ***Description:** Used to document the academic and enrollment status of students receiving veterans' benefits. Information includes applications for benefits, requests for certification, certificates of release or discharge from active duty, changes of program (study) or location of training, amounts of tuition for students enrolled less than half-time, birth certificates for sons or daughters of deceased veterans, and notices of benefits for guardsmen and reservists.*
- B.** ***Retention:** 3 years after termination of enrollment; destroy.*