

CLEMSON UNIVERSITY

VICE PRESIDENT FOR ACADEMIC AFFAIRS
GRADUATE SCHOOL
OFFICE OF ADMISSIONS

CU 7932 **GRADUATE SCHOOL STUDENT APPLICATION
RECORDS (REJECTED OR NOT ENROLLED)**

Description:

Document application records concerning rejected applicants, and accepted applicants who did not enroll in graduate school. Information includes graduate school applications, status of application forms, copies of academic transcripts, letters of reference, test scores, letters concerning rejection or acceptance, and other related information.

Retention:

Rejected applications: 1 year after date of rejection; destroy.
Accepted but not enrolled: 1 year after date of acceptance; destroy.

Schedule approved 3/17/95

CU 7933 **ENROLLMENT DATA REPORTS (REVISED)**

Description:

Defunct series (1982-1988) used to document data concerning the enrollment of students in the university's graduate school. Information includes report number, student's name, degree, major, total number of students in each program, totals by code, gender, and other related enrollment data. This series is now maintained by the Registrar's Office.

Retention:

Destroy.

Schedule approved 3/17/95

CU 8322 **EARNED GRADUATE DEGREE FILE (SEE ALSO STATE GENERAL SCHEDULE 12-809.6)**

Description:

Concerns records of students who have earned a graduate degree from Clemson University. Information includes applications for graduate degrees, a list of required courses completed for graduation and other records confirming fulfillment of degree requirements.

Retention:

2 years after date of graduation; destroy.

Schedule approved 3/17/95

12-809.6 **DEGREE APPLICATIONS (STATE GENERAL SCHEDULE; SEE ALSO CU 8322)**

Description:

Document requests for an earned degree from a state college or university. Information includes student number, name, signature, local address, degree applied for, diploma ordered, and a list of courses not yet completed but needed for graduation.

Retention:

1 year after graduation or date of last attendance; destroy.

Schedule approved n/a

CU 8323 **GRADUATE COURSE ENROLLMENT REQUEST
FORMS (FOR SENIOR UNDERGRADUATE
STUDENTS)**

Description:

Document requests for enrollment in graduate school courses by senior students in the university's undergraduate school. Information includes date, student's name, graduate course(s) requested for enrollment, number of credit hours to be applied toward a bachelor's degree or graduate degree, and student's signature; course request approval or rejection by the student's advisor, department head, head of department offering requested courses, and by the graduate school admissions office.

Retention:

Approved requests: 3 years after date of approval and until no longer needed for reference; destroy.

Rejected requests: 1 year after date of rejection; destroy.

Schedule approved 3/17/95

CU 8324 **RECORDS OF MAKE-UP GRADES FOR INCOMPLETE
COURSE WORK**

Description:

Defunct series (1973-1988) used to record grades earned by graduate students who finished course work after initially receiving an incomplete. Information includes name of professor, student's name, final grade, student's major and information requesting that the final grade is documented. This series is now maintained by the Registrar's Office.

Retention:

Destroy.

Schedule approved 3/17/95

CU 10576 **GRADUATE STUDENT FILES**

Description:

Document graduate students receiving masters and/or doctorate degrees from Clemson University. Information includes plan of study listing courses that are applied to each degree for each student.

Retention:

75 years; destroy.

Supersedes CU-VPAA-GS-1

Schedule approved 4/13/98