

Title of Document	Retains Record Copy and Type	Dean's Office Copy and Type	Department Copy and Type	Retention Time	Description of Document
(30) Academic Standing Reports	Registrar	Student Services	No	3 years	Explanation: This series documents student academic standing, including academic deficiency and the status changes of academically deficient students. Records may include: reports containing student names, grade point averages (GPA's), grade point deficiencies, and numbers of previous suspensions and probations; student petitions for re-evaluation; report of student progress toward academic readmission/removal of probation status at other institutions; academic honors and awards; and related documentation and correspondence.
(31) Student Statistical Reports	Registra and Budgets and Planning	Copy from Registrar to Student Services	No	Permanent for summary and annual reports 3 years for all other records	Explanation: This series documents student status and enrollment at the institution. Records may include: specialized listings and statistical reports pertaining to departmental and college registration, course changes, add/drops, geographical distribution of students, student age and gender data, mortality of classes, student transfers from other schools, student body grade point averages and GPA's of living groups, and veterans enrollment; reports documenting student and enrollment by term; and reports on other topics.
(33) Certification Records		Student Services	Yes	5 years after initial certification application by student	Explanation: This series documents the preparation of students earning degrees and/or certification for licenses or certificates to enter a profession and forms the basis of the initial certification for various professions. Records may include: applications for admission to a program; registration for practicum hours and evidence of the completion of the practicum; transcripts; narrative evaluations on practicum; notice of completion of hours required for certification; recommendations and evaluations; and related correspondence. Citation or Reference: O.C.G.A. 9-3-26
(34) Convocation Records		Student Services	No	Permanent for commencement programs; 1 year for all other records	Explanation: This series documents commencement program planning and implementation at the institution. Records may include but are not limited to: commencement attendance forms; planning records created by commencement committees or other planning groups; and related documentation and correspondence.
(43) Graduate Students Degree Completed Records	Graduate School	Student Services & Dean's Office Academic Programs	Yes	7 years after graduation or date of last attendance	Explanation: This series documents students' admission into graduate programs at the institution and their subsequent academic progress resulting in completion of degrees. (The official institutional academic record for all graduate students is maintained by the Registrar's Office). Records may include but are not limited to: applications for admission to Graduate School; notices of admission; standardized placement and evaluation exams; transcripts; requests to audit courses; major department/degree change requests; assignment of an advisor; composition of dissertation/thesis committee and any changes thereof; proposed program sheets; transmittal sheets for records; statements of goals and objectives; certification of transferred courses; grade reports; course waiver requests; removal of incomplete grades forms; seven year time-limit appeal records; oral and written exam results preliminary, qualifying and comprehensive; report of final oral examination and thesis credit for advanced degree; thesis title card approvals; petition for change in graduate program; petitions or letters requesting exemption from institution regulations or procedures; advising checklists; transcripts from other institutions; on-leave requests and approvals, official graduation audit; program advisors' reports showing progress towards academic degrees; advancement to candidacy

(46) Grievance Records	Affirmative Action, Housing & Dining Services, Student Conduct & Mediation, Legal Advisor, Units	Student Services	Yes	5 years after graduation or date of last attendance	Explanation: This series documents grievances brought forward by students against the institution which do not result in litigation. Grievances may pertain to academic issues; housing; affirmative action and equal opportunity; student conduct; and other issues. Records include: notices of grievance; informal discussion notes; grievance responses; formal hearing notes (including audio tapes); final summary statements; settlement agreements; appeals documentation; and related records. Portions of these records may be exempt from public disclosure. Citation or Reference: O.C.G.A. 9-3-26
(49) Internship Program Records		Student Services	Yes	5 years	Explanation: This series is used to provide a record of the administration of student internship, practicum and cooperative education programs. Programs may be within the institution or off campus and for class credit and/or pay. Records may include but are not limited to: applications for internships inside and external to the institution; agreements with departments; postings/notices; student resumes; transcripts; copies of contracts; proposed institution listings; notes; and related documentation and correspondence.
(61) Student Academic Records	Registra	Student Services	Yes	Permanent for transcripts, 7 years for all other records	Explanation: This series documents the academic progress of graduate and undergraduate matriculated students at the institution. Records may include but are not limited to: institution academic transcripts; high school and non-institutional college transcripts; applications; notices of admission, readmission, denial and acceptance; grade reports; records of grade changes; reservation of credit requests; petitions for exemption from institution regulations and procedures; applications for withdrawal from the institution forms; advanced standing reports; standardized examination reports; letters of recommendation; vault number index card file; and related documentation and correspondence. Portions of these records may be exempt from public disclosure.
(63) Student Advising Records		Student Services	Yes	5 years after graduation or date of last enrollment	Explanation: This series is used to provide a record of an undergraduate and/or graduate student's academic progress within a specific department and or college program. Most of the components in this record series are reference copies of records maintained in the files of the Registrar's Office and/or the Graduate School and are maintained for the convenience of the student academic advisors. Records may include but are not limited to: applications for program admission; notices of admission; grade reports; in-house grade record cards; degree program requirement lists; departmental course waiver forms; program advisors' reports showing progress towards academic degrees; advising checklist forms; advisors' notes; copies of transcripts; Program Planning Sheets; advanced standing examination reports; official graduation audits; curriculum posting sheets; recommendation letters; suspension notices; re-admission notices; comprehensive exam results; awards; and related documentation and correspondence. Portions of these records may be exempt from public disclosure. Citation or Reference: O.C.G.A. 9-3-26
(77) College Department Student Files		Student Services	Yes	5 years after graduation or date of last enrollment then destroy	Explanation: This file contains the following documents related to the college's process of graduation certification. Included are; checklist for graduation, grade reports, student academic records, official change of grade forms, miscellaneous arts & sciences administrative notifications, official request forms for permission to change colleges within the university system, letters of reference.etc.