

Office of the Registrar Document Retention Schedule

Document	Length of Retention
Application for Admission	Permanent
Character and Fitness Disclosures	Permanent
Disciplinary Action Documents	Permanent
Name Change Requests and Documentation	Permanent
Transfer Credit Requests and Supporting Transcripts	Permanent
Probation and Dismissal Notices, Additional Course Requirements Notices	Permanent
Registration Forms (Add/Withdraw, Independent Projects, Petitions to Exceed, etc.)	1 year after submission date or at graduation
Certification and Grading Forms (Extensions, Pass Options, etc.)	Destroyed when grade is changed to permanent grade
Records Forms (Requests for Copies of Application, Address Change, etc.)	1 year after submission date
Transcript Requests	1 year after submission date
Enrollment Forms (Requests for Letters of Good Standing, etc.)	1 year after submission date
Bar Certifications	Permanent