

Archiving Procedure

For all matriculated students' permanent records:

1. When an entering student's attendance is confirmed, Admissions will appropriately code as confirmed.
2. Labels are generated and files created for all confirmed students.
3. A student's application, high school/college transcript, and letter of acceptance will be in the folder, along with the initial Degree Audit/Academic Evaluation.
4. Folder and aforementioned contents forwarded to Registrar's Office after each freeze date.
5. Admissions and Registrar Offices archives all transcripts from other schools indefinitely and all other contents for 5 years after separation from the institution before destroying them.