

Georgian Court University

Office of the Registrar

Student Academic Records Retention/Disposition Policy

Permanent Records:

- Academic Transcript
- Request to Release to Inspect Records
- Request to Release Student Record
- Academic Dismissal (Found on Academic Transcript)

Disposable Records (5 years after last date of attendance):

- Academic Advisement Records
- Academic Dismissal File
- Personal Information Change
- Admission and Placement
- Graduation Application
- Authorization for Course Registration at Another College
- Change of Grade Request
- Change of Major Request
- Course Withdrawal Request
- Official Withdrawal/Leave of Absence Request
- Incomplete Grade Request
- Independent Study Application
- Transfer Credit Evaluation
- Transcripts (other college)/Test Scores
- Other documents held in the Student Academic File that are not permanent

Disposable Records (1 year after document received):

- Registration Forms
- Transcript Request Forms
- Enrollment Verification Forms
- Information received for a disposed file