

Franklin Pierce University complies with state and federal regulations and professional practice standards in matters of records retention policies and procedures. This schedule based on the recommendations from Student Records Management: Retention, Disposal, and Archive of Student Records, American Association of Collegiate Registrars and Admissions Officers (AACRAO), 2019.

In keeping with regulations and standards, the retention schedules for academic records are as follows:

Type	Duration	Office/Repository
Academic Advisement Records (includes Nest referrals and related communications)	5 years from graduation or date of last attendance	Registrar, Office of the
Academic Dismissals/Expulsion/Terminations	Record of final disposition for offenses that result in suspension or expulsion: permanent, All other records: 5 years from graduation or date of last attendance	Registrar, Office of the
Academic Integrity Code Violations	Record of final disposition for offenses that result in suspension or expulsion: permanent, All other records: 5 years from graduation or date of last attendance	Registrar, Office of the
Admissions Applications/Acceptance Letters for Applicants Who Enroll	5 years from graduation	Registrar, Office of the
Admissions-Other (SAT, AP, other submitted documents)	5 years after graduation or date of last attendance	Registrar, Office of the
Appeals/Exceptions of any type	Until Administrative need is satisfied or 5 years from graduation or date of last attendance.	Registrar, Office of the
Catalogs	Permanent	Registrar, Office of the
Change of Biographic Information forms	5 years after graduation or date of last attendance	Registrar, Office of the
Class Lists	Permanent	Registrar, Office of the
Course substitution/waiver forms	5 years from graduation or date of last attendance	Registrar, Office of the
Credit by Examination (AP, CLEP, etc.)	5 years from graduation	Registrar, Office of the
Curriculum	Permanent	Academic Affairs
Credit/No Credit Approvals (Audit, Pass/Fail, etc.)	5 years from graduation or date of last attendance	Registrar, Office of the
Declaration of major/minor/certificate etc	5 years from graduation or date of last attendance	Registrar, Office of the
Degree Statistics (record of degrees granted by institutions per graduation term and/or annually)	Permanent	Institutional Research

Type	Duration	Office/Repository
Diplomas	Permanent	Registrar, Office of the
Dissertations, bound copies	Permanent	Library
Emails (emails and other electronic communications that authorized academic/enrollment actions and/or provide directory/non directory information about a student)	Until Administrative need is satisfied or 5 years from graduation or date of last attendance.	Registrar, Office of the
Enrollment Data	10 years	Registrar, Office of the
Enrollment Statistics (per term report of enrolled students, census, totals, FTE, etc.)	Permanent	Institutional Research
Enrollment Verifications	5 years after graduation or date of last attendance	Registrar, Office of the
Entrance examination reports/test scores, placement tests	5 years from graduation or date of last attendance	Registrar, Office of the
FERPA: Release of Non-Directory Information form	For one time disclosures, 180 days. All others, permanent.	Registrar, Office of the
FERPA: Requests for Amendment of Record with related hearing & decision documentation	Permanent	Registrar, Office of the
FERPA: Requests for and disclosures of personally identifiable information	Permanent	Registrar, Office of the
FERPA: requests for nondisclosure of directory information	Permanent or until terminated by the student	Registrar, Office of the
FERPA: Statements on content of records regarding hearing panel decisions (if a request for amendment is not granted, then student statement must be maintained in the record)	Permanent	Registrar, Office of the
FERPA: Waivers for rights of access (application for employment, confidential letters, etc.).	Permanent	Registrar, Office of the
Final Grades	Permanent	Registrar, Office of the
Grade Book (faculty)	5 years after course completion	Canvas (IT) or faculty member
Grade Change Forms	5 years after graduation or date of last attendance	Registrar, Office of the
Graded Assignments (final exams, etc)	1 year after course completion	faculty member

Type	Duration	Office/Repository
Graduation Audits	5 years after graduation	Registrar, Office of the
Graduation Lists	Permanent	Registrar, Office of the
LEAP/PLA Applications and summary for credit award	5 years after graduation	Registrar, Office of the
Narrative Evaluations, competency assessments, etc.	If it is a part of the transcript: permanent. All other records: 5 years from graduation or date of last attendance	Registrar, Office of the
Notice of Candidacy for Graduation/Request to Graduate	1 year after graduation or date of last attendance	Registrar, Office of the
Race/ethnicity reporting (report of student enrollment, graduation, and other metrics by race and ethnic origin)	Permanent	Institutional Research
Registration (includes add/drop forms, withdrawal forms, internship/directed/independent study contacts)	5 years from graduation	Registrar, Office of the
Schedule of Classes/Course Offerings	Permanent	Registrar, Office of the
Student Class Schedules	5 years after graduation or date of last attendance	Registrar, Office of the
Student Demographic Information (student characteristics, date of birth, former names, address info, ethnic information, etc.)	50 years	Registrar, Office of the
Transcripts – Other (CLEP, AP, military, non traditional credits, etc)	5 years after graduation or date of last attendance	Registrar, Office of the
Transcripts – Other College (applicants who enroll)	5 years after graduation	Registrar, Office of the
Transcripts – High School (applicants who enroll)	5 years after graduation or date of last attendance	Registrar, Office of the
Transcripts-Franklin Pierce University final	Permanent	Registrar, Office of the
Transfer Credit Evaluations	5 years from graduation	Registrar, Office of the
University Withdrawals/Leaves of Absence	5 years after graduation or date of last attendance	Registrar, Office of the
Veteran Administration Certifications	3 years after graduation or date of last attendance	Registrar, Office of the
Notes: Records kept beyond their expected disposition date can be requested or subpoenaed and cannot be disposed of once requested (pg. 14, <i>Student Records Management: Retention, Disposal and Archive of Student Records, AACRAO 2019</i>).		