

Academic Records Retention Policy

Student Academic Services maintains a permanent academic record for all students who enroll; the records and supporting documents are maintained based off of the university record retention policy. Support documents for the academic records are kept for a minimum of three (3) years after the student graduates or date of last enrollment. After three years, it is assumed that the student accepts the accuracy of his/her records each semester. Discrepancies in the academic record should be reported to the University Registrar immediately. When a degree has been certified by the Student Academic Services a student's academic record may not be altered except in those cases where a procedural or clerical error has occurred. However, if the student or the University learns facts that were not known or would not have reasonably been known within the three-year period, the academic record may be altered and/or the degree may be revoked.