

# RETENTION AND DISPOSAL OF ADMISSION FILES

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Admission records, including the original application for admission, transcripts, and the supporting credentials, are forwarded to the Registrar's Office when students enroll at the University. All other files are retained in the Office of Graduate Admissions as inactive records for a period of two years from the beginning of the semester or term for which application was made.

The inactive records include those for applicants:

1. who were admitted but did not enroll;
2. who were rejected;
3. who cancelled their applications; and
4. whose files were incomplete.

All records will be destroyed after remaining in the inactive files for two years.