William James College Records Retention Policy

William James College retains records based on document type or electronic database format

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| **Data Type** | **Retention Years** |
| Student Academic Transcript | Life |
| Student Electronic Academic Data | Life |
| Request for Directed Studies Forms | Life |
| Student Course Schedule | 3 Years |
| **Document Type** | **Retention Years** |

Admissions Application 6 Years from withdrawal or completion

Admissions Information Change Form 6 Years from withdrawal or completion

Authentication Form 6 Years from withdrawal or

completion

Audit Course Form 6 Years from withdrawal or completion

Concentration Declaration Form 6 Years from withdrawal or

completion

Course Drop/Add Form 6 Years from withdrawal or completion

Course Prerequisite Waiver Form 6 Years from withdrawal or completion

Course Substitution Form 6 Years from withdrawal or completion

Course Waiver Form 6 Years from withdrawal or completion

Course Withdrawal Form 6 Years from withdrawal or completion

Demographic Information Change Form 6 Years from withdrawal or

completion

Enrollment Certification Form 3 Years

Enrollment Change Status Form 3 Years from withdrawal or

Completion

Events Request Form 2 Years

External Transfer of Credit Form 6 Years from withdrawal or completion

FERPA Forms 6 Years from withdrawal or

completion

Graduation Application 6 Years form withdrawal or

completion

Immunization & Vaccination Exemption Form 6 Years from withdrawal or completion

Immunization Form 6 Years from withdrawal or completion

Internal Transfer of Credit Form 6 Years from withdrawal or

completion

Leave of Absence Form 3 Years form withdrawal or

completion

Letters of Recommendation 6 Years from withdrawal or

completion

Name Change Form Life

Never Attended Memos 6 Years

Non Matric Registration Form 3 Years

Notification of Full Withdrawal Form 6 Years from withdrawal or

completion

Official Academic Transcript from Other Institutions 6 Years from withdrawal or completion

Program Transfer Petition Form 6 Years from withdrawal or

completion

Reinstatement Request Form 6 Years from withdrawal or

completion

Replacement Diploma Form 2 Years

SEVIS Form 6 Years from withdrawal or

completion

Stopped Attending Memos 6 Years

Transcript Request Form 2 Years

Transfer of Credit Petition Form 6 Years from withdrawal or

completion

Revised 5/8/15