

William James College Records Retention Policy

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

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