

## COLLEGE OF LIBERAL ARTS

### ADVISEMENT

#### 545.01 Files of Students Who Officially Withdraw (Duplicates)

Dates: 1984 -  
Volume: 3/4 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: By semester, then Alphabetical

This record series contains "Requests for Withdrawal from the University" (agency record copies of these forms are on file with the Office of Admissions and Records), memos to the college or school the student is enrolled in (stating the reason the student wishes to withdraw and the recommendation of the Student Life Office), Withdrawal Information Data Sheets, and Withdrawal Checklist Forms. The Office of Student Life also maintains copies of these files.

This item supersedes State Records Application 87-63, item 781, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in the office for five (5) years after the date of withdrawal, then dispose of provided no litigation is pending or anticipated.

#### 545.02 Student Files

Dates: 1976 -  
Volume: 195 Cu. Ft.  
Annual Accumulation: 19 1/2 Cu. Ft.  
Arrangement: Alphabetical by student

This record series consists of individual files created for each student who chooses a major in the College of Liberal Arts. Forms/documents which are found in a typical student file would be: college and high school transcripts; grade slips; advisement

forms; graduation clearances; senior checklists, and correspondence.

Original records of students' courses taken, grades received, and degree earned are maintained by the Office of Admissions and Records.

This item supersedes State Records Application 87-63, item 782, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in the office for five (5) years after graduation or date of last attendance, then dispose of.

**545.03 Undergraduate Advisement Files (Active and Inactive)**

Dates: 1979 -  
Volume: 40 1/2 Cu. Ft.  
Annual Accumulation: 4 1/2 Cu. Ft.  
Arrangement: Alphabetical by year

This record series consists of advisement files for the University's undergraduate liberal arts students. These files are used by the academic advisors to assist students in planning course schedules making sure requirements have been met, etc. Included in the files are copies of grade slips, copies of schedules, high school and/or college transcripts, copies of course waivers, copies of senior checklists and/or graduation clearances (if applicable), and any related correspondence.

This item supersedes State Records Application 87-63, item 783, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in the office for five (5) years following graduation or date of last attendance, then dispose of.

**545.04 Senior Check Files (Active, Inactive, Holdovers)**

Dates: 1959 -

Volume: 18 Cu. Ft.  
Annual Accumulation: 3 Cu. Ft.  
Arrangement: Alphabetical by year

This record series consists of the senior check files for under graduate liberal arts students. These files are created once a student has completed a minimum of 65 hours of coursework in order to chart progress toward graduation. Included in the files are senior checklists, graduation clearances (if applicable), copies of grade slips, transcripts of any college coursework completed, copies of course waivers, etc.

This item supersedes State Records Application 87-63, item 784, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in the office for five (5) years following graduation or date of last attendance, then dispose of.