

**UT Health Science Center:  
EM118 – Retention of Student Academic Records**

<b>No./Title:</b> EM118 - RETENTION OF STUDENT ACADEMIC RECORDS		<b>Resp. Office:</b> REGISTRAR <b>Approval Body:</b> CASA	<b>Effective Date:</b> 10/02/2018
<b>Category:</b> Students		<b>Last Review:</b> 12/07/2021	<b>Next Review:</b> 12/07/2024
<b>Contact:</b> University Registrar		☎ 901.448.7770	✉ <a href="mailto:registrar@uthsc.edu">registrar@uthsc.edu</a>
<b>Related Policies:</b> <b>EM118 Retention of Student Records</b>	FI0120-Records Management		

## POLICY

Student academic records often contain confidential and FERPA protected information. This policy provides guidance for identifying, preserving, and destroying student academic records while complying with applicable laws and regulations.

## POLICY RATIONALE, EXPLANATION AND PROCEDURE

UTHSC follows the system policy for records management. In FI0120 the following general policies must be followed:

1. All records created or received by departments are the property of the university and must be retained and disposed of in accordance with FI0120. No university record may be disposed of until the minimum retention period has elapsed. Retention periods should include time maintained in the department combined with retention in a university storage facility or computer system.
2. Records mean all documents, papers, letters, maps, books, photographs, microfilms, electronic media or other digital format.
3. All university records must be maintained in a manner that provides the following: (1) Access for authorized faculty and staff to carry out their normal job responsibilities and (2) Reasonable protection against misplacement, loss, destruction, or theft.
4. Unless authorized by the campus/institute Chief Business Officer or Chief Financial Officer, university records must be stored on the premises or an approved off-site storage facility at all times. If records are loaned to other departments or university employees, the department should document the loan (i.e., describe the records, and the dates of loan and the name of the borrowing department and requestor).
5. Records should be maintained in a secure environment that is free from vermin, flooding, fire hazards, and unusual amounts of moisture, heat, and dust.

## MINIMUM RETENTION PERIODS FOR UNIVERSITY RECORDS

The retention schedule is available in its entirety for all student academic records in EM118 – Retention of Student Records – Schedule.

## COLLEGE OR PROGRAM LEVEL REQUIREMENTS

Colleges or programs may have additional requirements mandated by specialty accrediting

bodies. In these situations, the retention periods should be documented and distributed to employees with the responsibility of record maintenance.

**Academic Program Records**

<b>Record Type</b>	<b>Responsible Office</b>	<b>Minimum Retention Period</b>
Academic advisement records	College	3 years after graduation or withdrawal
Academic dismissal	Registrar	Permanently
Academic integrity code violations ( <i>with sanctions</i> )	Registrar & Student Conduct Officer	Permanently
Correspondence – student	Registrar	3 years after graduation or withdrawal
Disciplinary action records	College or Student Conduct Officer	3 years after graduation or withdrawal
Grievance/complaint – by student	College	3 years after graduation or withdrawal
Withdrawal	Registrar	3 years after graduation or withdrawal
Petitions	Registrar	3 years after graduation or withdrawal
Thesis/Dissertation	College of Graduate Health Sciences	Permanently
Diplomas (returned)	Registrar	3 years after graduation
Graduation lists	Registrar	Permanently
Substitution/waivers	Registrar	3 years after graduation or withdrawal

**Grade and Scholarship/Deficiency Records**

<b>Record Type</b>	<b>Responsible Office</b>	<b>Minimum Retention Period</b>
Exam (final)/graded coursework	College	1 year after course completion
Grade appeal/complaint	Registrar	1 year
Grade book (faculty)	College	1 year after course completion
Grade change forms	Registrar	3 years after graduation or withdrawal
Grade submission sheets/data	Registrar	Permanently
Transfer credit evaluations	Registrar/College	3 years after graduation or permanent if part of student transcript

**APPROVAL HISTORY**

Effective: October 2, 2018

Approved: October 2, 2018, Committee on Academic and Student Affairs (CASA)

Approved: October 8, 2018, Chancellor

Approved: December 7, 2021, CASA

Approved: January 26, 2022, Chief Academic Officer