

BASIC GUIDE TO ACADEMIC RECORDS



University
Records
Management

✉ recmgt@gmu.edu

ACADEMIC RECORDS

111-200552: Academic Counseling: Student History Files - Graduate

This series documents academic counseling provided to specific graduate students. This series may include, but is not limited to: academic advising, career counseling, consultation and other forms and correspondence, evaluations for advancement to faculty, and guidance counseling records.

Retention: Retain 10 year(s) after last action

111-101063: Academic Counseling: Group Files and Test Results

This series documents the conduct of and participation in group counseling and/or testing by students.

Retention: Retain 3 year(s) after end of academic year

111-101066: Academic Counseling: Student History Files - Undergraduate

This series documents academic counseling provided to specific students. This series may include, but is not limited to: academic advising, career counseling, evaluation or consultation for advancement to graduate studies and faculty, and guidance counseling records.

Retention: Retain 3 year(s) after graduation or withdrawal

111-200228: Academic Departments: Honors, Awards, Scholarship, Fellowships - Students - Nomination Records

This series documents unsuccessful nominations of students for honors, awards, scholarships, or fellowships. This series may include, but is not limited to: applications, letters of reference, and related materials.

Retention: Retain 1 year(s) after end of academic year

111-101083: Academic Departments: Department/School Files - Graduate Students

This series documents the monitoring of graduate student status, history and grades within the academic department or school. This series may include, but is not limited to: approval of summer course work, transfer credits, leave/withdrawal, veterans status info, international studies visa application, dean/department notes, readmission application, scholarships/awards, and committee/thesis paperwork.

Retention: Retain 10 year(s) after graduation or withdrawal

- *Any graduate student files that require retention for re-licensing such as students of Social Work or Nursing, retain 75 year(s) after graduation or withdrawal*

111-101082: Academic Departments: Department/School Files - Undergraduate Students

This series documents the monitoring of undergraduate student status, history and grades within the academic department or school. This series may include, but is not limited to: approval of summer course work, transfer credits, leave/withdrawal, veterans status info, international studies visa application, dean/department notes, readmission application, and scholarships/awards.

Retention: Retain 5 year(s) after graduation or withdrawal

- *Any undergraduate student files that require retention for re-licensing, retain 75 year(s) after graduation or withdrawal*

Please note that not all original records are maintained in the office or department. If you have questions or concerns about a certain type of documentation, or if you store several of these series together in one folder, please contact us about appropriate retention.