



## Policy Directory

Responsible Division: Academic Affairs  
Responsible Office: Graduate Studies  
Issue/Revision Date: 12/01/2017

### **Policy Title: Maintenance of Graduate Records**

---

---

Policy: *The Graduate School policy on Maintenance of Graduate Records* contains the policies and regulations of the Alcorn State University Office of Graduate Studies. This policy has been established by the Graduate School Graduate Council to ensure consistent standards across Graduate programs.

#### **Records Maintained by Office of Graduate Studies**

Two kinds of records are maintained on students: 1) Admission and 2) Progression to Degree Completion. Hard copy records of both are archived into electronic format. These records are created and housed on a secure university server.

Admission records include applications, transcripts, test scores, letters of recommendation, program of study sheets/degree plan, eFile Transmission form, and other supporting documents for Domestic and International students. Paper admission records are maintained for a period of eight years before they are shredded. A complete electronic copy of a student's file is maintained in the document imaging system in a secure shared file.

Admission records are transmitted to the Departmental Graduate Admissions Committee to make an admission decision. When a student completes an Application for Candidacy for degree completion, the student's record becomes a Candidacy record unless the student is non-degree.

Candidacy records are used to monitor students' progress through graduation. Candidacy records include academic notification letters, Core Exam Report, Area Exam Report, application for degree, program of study/degree plan, final transcript, supporting documents, and candidacy checklist. Hard copies of student records are never removed from the Office of Graduate Studies office. Electronic records are backed-up nightly for retrieval as a security measure in case of emergency. The back-up is maintained by CITS and accessible to the Graduate School.

All application materials become part of the permanent records of Office of Graduate Studies and will not be returned to the applicant. Access to the material is limited under FERPA (Family Rights and Privacy Act of 1974). Applicants who are not admitted, or who are admitted and do not register, do not have access to their application files. Credentials received from applicants who do not complete the application process or who are not admitted are kept on file for one year and thereafter, destroyed.

Standardized test results are part of the students' permanent record and are under embargo for the first five years from the initial date of the test report. Students in need of a copy of their test results must contact Educational Testing Service (ETS) for copies of their scores during the five-year embargo. Students requesting a copy of their results after the five years' time period must do so in writing. Students must

access the appropriate form on the Graduate Studies website to make this written request. This request must be submitted to the Office of Graduate Studies at least three (3) days in advance of the request. A picture ID must accompany the FERPA Release of Information form.