CU 08705  EARLY SCIENCE PROGRAM FILES

Description: Used to monitor student participation in the Early Success Program and to respond to inquiries from potential employers of program participants. Information includes records concerning rejection or admission and enrollment of students into the university through the Early Success Program; Also included are the Admission and Continuing Enrollment Agreement, admission application, advisor’s notes, waiver of confidentiality, correspondence, and information concerning student graduation or withdrawal.

Retention: Students who were rejected or withdrew: 1 year after date of rejection or withdrawal; destroy.
Students who were accepted and graduated: 3 years after date of graduation; destroy.

Schedule approved 11/16/95; Revised 2/7/16.

CU 08706  SUMMER SCHOOL ENROLLMENT REPORTS

Description: Used for statistical research regarding the admission and enrollment of students in the university’s summer school. Information includes date and total enrollment of students by college for each summer session.

Retention: Until no longer needed for research; destroy.

Schedule approved 11/16/95.
CU 13088  STUDENT GRIEVANCE FILES

Description: Created by the university’s Academic Grievance Committee and used to document allegations by undergraduate students of discrimination, grievances of a personal or professional nature, and grade protests against faculty members. Records consist of written statements from students detailing grievances; checklist forms containing dates of consultations, names of persons consulted, and deans’ signatures; meeting minutes; committee findings; and signed acceptances for recommended solutions to grievances.

Retention: 2 years after final resolution and implementation of grievance; destroy.

Schedule approved 9/6/01.

CU 17351  COURSE APPROVAL FORMS

Description: Created by academic departments for submission to the Undergraduate Curriculum Committee and the Graduate Curriculum Committee to approve or deny the creation of undergraduate and graduate level courses. Forms contain the title of the proposed course, a description of the course to appear in the catalog, course rationale, prerequisites, projected enrollment, facility and library requirements, signatures of chair of the curriculum committee, department chair, dean, provost, and president, and other related information.

Retention: 5 years, destroy.

Schedule approved 4/20/17.