Clemson University

Vice President for Academic Affairs and Provost

Graduate School

Office of Admissions

Cu 7932 Graduate School Student Application Records (Rejected or Not Enrolled)

Description: Document application records concerning rejected applicants, and accepted applicants who did not enroll in graduate school. Information includes graduate school applications, status of application forms, copies of academic transcripts, letters of reference, test scores, letters concerning rejection or acceptance, and other related information.

Retention: Rejected applications: 1 year after date of rejection; destroy.
Accepted but not enrolled: 1 year after date of acceptance; destroy.
Schedule approved 3/17/95.

Cu 7933 Enrollment Data Reports (Revised)

Description: Defunct series (1982-1988) used to document data concerning the enrollment of students in the university’s graduate school. Information includes report number, student’s name, degree, major, total number of students in each program, totals by code, gender, and other related enrollment data. This series is now maintained by the Registrar’s Office.

Retention: destroy.
Schedule approved 3/17/95.
CU 8322  EARNED GRADUATE DEGREE FILE

Description: Concerns records of students who have earned a graduate degree from Clemson University. Information includes applications for graduate degrees, a list of required courses completed for graduation and other records confirming fulfillment of degree requirements.

Retention: 2 years after date of graduation; destroy.
Schedule approved 3/17/95.

CU 8323  GRADUATE COURSE ENROLLMENT REQUEST FORMS (FOR SENIOR UNDERGRADUATE STUDENTS)

Description: Document requests for enrollment in graduate school courses by senior students in the university’s undergraduate school. Information includes date, student’s name, graduate course(s) requested for enrollment, number of credit hours to be applied toward a bachelor’s degree or graduate degree, and student’s signature; course request approval or rejection by the student’s advisor, department head, head of department offering requested courses, and by the graduate school admissions office.

Retention: Approved requests: 3 years after date of approval and until no longer needed for reference; destroy.
Rejected requests: 1 year after date of rejection; destroy.
Schedule approved 3/17/95

CU 10576  GRADUATE STUDENT FILES

Description: Document graduate students receiving masters and/or doctorate degrees from Clemson University. Information includes plan of study listing courses that are applied to each degree for each student.

Retention: 75 years; destroy.
Supersedes CU-VPAA-GS-1.
Schedule approved 4/13/98.
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.