

Mid-Atlantic Christian University

Student Services – Admissions Policy #1

SUBJECT: Retention and disposal of Records of Non-Entering Applicants

DATE: May 30, 1995

REVISED: **March 3, 2020**

NEXT SCHEDULED REVIEW: biennially in February of odd-numbered years. February 2021

APPROVED BY BOARD OF TRUSTEES: October 18, 2013

Policy for: **Enrollment Manager**

Procedure for: Admissions Office

Authorized by: Vice President for Enrollment Services

Issued by: Board of Trustees

I. Purpose

This policy helps to ensure the proper retention and disposal of the records of non-entering applicants.

This policy statement addresses “Comprehensive Standard 3.9.2 Student Records” of the Southern Association of Colleges and Schools Commission on Colleges, *Principles of Accreditation* (2012 edition).

II. Policy

RETENTION SCHEDULE A

Admissions Data/Documents for Applicants, accepted and rejected, who do not enter

Location of Records Held: Office of Admissions

Authorized Access: **Enrollment Manager**
Admissions Counselors

<u>Documents</u>	<u>Retention Time</u>	<u>Disposal [manner/date]</u>
Acceptance letters	3 yrs after application term	September - tear,
Advanced placement records	3 yrs	" separate
Applications for admissions	3 yrs	" & discard
Correspondence, relevant	3 yrs	
Entrance examinations reports	3 yrs	"

ACT, SAT		
Letters of recommendations/ reference forms	3 yrs	"
Medical records	3 yrs	
Other test scores	3 yrs	
Readmission forms	3 yrs	"
Recruitment Materials	3 yrs	
Transcripts - high school	3 yrs	
Military documents		
Transcripts - other colleges	3 yrs	
International Student Documents	3 yrs	

Notes:

1. Recommended retention periods for these documents is one year. Federal legislation, state statutes, or institutional policy may dictate otherwise. Federal legislation governing these records are:
 - a. The IRS requires that, for tax-exempt status for private institutions, the records of applicants who apply and DO NOT enter be retained for three years.
 - b. VA regulations require that all recruitment materials be retained for three years.
2. Records for applicants who do not enter are not covered by Family Education Rights and Privacy Act [FERPA].

Notes and suggested schedules are adopted from "Retention of Records: A Guide for Retention and Disposal of Student Records," American Association of Collegiate Registrars and Admissions Officers, 1987.

III. Procedure

The **Enrollment Manager** will set appropriate reminders in the operation's calendar to manage record retention.

IV. Published: Policy Manual

V. Reason for Revision

VI. Appendices: None