

**Yale School of the Environment  
Registrar's Office**

**Retention Policy**

Retention Schedule: An internal document describing categories of records, retention timeline, and instructions for the disposition of records.

Retention Period: Minimum length of time for which the Office of the Registrar is responsible for maintaining records.

Record Type Minimum	Retention Period
Academic Integrity (Penalties of suspension or dismissal)	Permanent
Add/Drop forms	3 years from graduation or date of last attendance
Applications for Admission (Matriculating Students) and related records (Acceptance letter, Prior school transcripts, Test Scores (GRE, TOEFL))	Permanent
Change of Advisor forms	3 years from graduation or date of last attendance
Change of Degree forms	Permanent
Change of Status forms (part time/full time/continuous registration)	3 years from graduation or date of last attendance
Class Lists	Permanent
Course Catalogs	Permanent
FERPA Requests	To be kept for the life of the student record file
Final Degree Audit	Permanent
Final Transcripts	Permanent
Grade Sheets	Permanent
Name Change Authorization	Permanent
Project Course forms	3 years from graduation or date of last attendance
Requests for Withdrawal/Leave of Absence	Permanent
VA Documents	5 years from graduation or date of last attendance

*Confidential Information/Right of Privacy*

*In accordance with the provisions of the Family Education Rights and Privacy Act (FERPA), Yale University, School of the Environment has adopted certain procedures to protect the privacy rights of its students. FERPA affords students certain rights with respect to their education records. Education records are defined as records directly related to a student and maintained by the institution or by a party acting for the institution. For more information on the Family Education Rights and Privacy Act, please visit: <https://www2.ed.gov/policy/gen/quid/fpco/ferpa/index.html>*