

Midwestern University Academic Records Retention Schedule

This schedule lists the minimum recommended retention period as determined by Midwestern University. If your specific accrediting agency requires a retention period longer than what is listed in this schedule, please abide by the accrediting agency requirement.

Record	Retention Period	Location of Record (as appropriate)	Storage Method
<u>Academic Action Authorization Letters:</u> <ul style="list-style-type: none"> • Academic Probation * Academic Warning • Administrative Probation *Advanced Placement • Deferment * Dual Degree • Extended Course of Study * Leave of Absence • Low GPA * Transfer • Withdrawal 	5 years after graduation/date of last attendance by Registrar	Dean, Program, Student Financial Services, Student Services, Registrar	Electronic
<u>Academic Action Authorization Letters:</u> <ul style="list-style-type: none"> • Academic suspension • Dismissal 	Permanent	Dean, Program, Student Financial Services, Student Services, Registrar	Electronic
Academic Calendars	Permanent	Communications (Catalog), President's office	Paper/Electronic
<u>Academic Record:</u> Transcripts	Permanent	Registrar	Electronic/CARS
<u>Academic Record:</u> Subpoenas	Permanent	Risk Management	Electronic/CARS
<u>Academic Review Committee or Promotion and Graduation Committee Actions:</u> <ul style="list-style-type: none"> • Appeal Letters • Letters from Academic Review Committee • Letters from the Dean • Letters from Promotion and Graduation Committee • Minutes 	5 years after graduation/date of last attendance by Registrar (letters only)	Dean, Program, Student Financial Services, Student Services, Registrar	Paper/Electronic
<u>Accreditation/State Licensure:</u> <ul style="list-style-type: none"> • Annual Reports • Approval Letters • Final Letters of Accreditation • Full Reports • Higher Learning Commission (HLC/NCA) • Interim Reports • Self-studies & Related Accreditation Documents for all Programs • Site Visit Evaluations • State Board for Education Documents • Other Accreditation/State Licensure Documents 	Permanent	Dean, Program, Department, Accreditation & Support Services	Paper/Electronic
Admissions - Admitted (Never Registered), Admitted (Withdrew Before Quarter Began), Denied or File Never Completed (Apply and Don't Enter)	1 year after application term	Admissions	Paper
<u>Admissions - Application Materials:</u> <ul style="list-style-type: none"> • Acceptance Letters • Application/Re-Application for Admission • Relevant Correspondence • Entrance Exam Scores/Reports (GRE, MCAT, ACT, SAT, etc.) • Matriculation Agreements • Technical Standards • Transcripts (Other College) • Transfer Credit Evaluations 	5 years after graduation date/date of last attendance	Registrar	Electronic
Admissions - Letters of Recommendation into MWU	1 year after term of entry	Admissions	Paper
Admissions - Waivers for Rights for students to View Letters of Recommendation	1 year after term of entry	Admissions	Paper
Affiliation Agreements [<i>Student</i>] (Including Communication Regarding Proposed Agreements, Requests for Revisions, and Expired Agreements)	Permanent	Clinical Education, Dean's Office, CFO, Centralized Office of Experiential Education	Paper/Electronic

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<u>Alumni Materials:</u> <ul style="list-style-type: none"> • Alumni Correspondence • Copies of Acknowledgement Letters • Copies of Donation Checks * Events • Flyers * Postcards • Surveys * Etc. 	Permanent	Alumni Relations	Paper/Electronic; some info stored in CARS
Block Schedules	Permanent	College/Program	Electronic
Board Scores, National	10 years after graduation date/date of last attendance	Dean's Office, Program	AZ: Paper/Electronic IL: Paper
Bylaws of Student Organizations	Permanent	Student Services	Paper
Catalogs (University)	Permanent	University Relations, Registrar	Paper/Electronic
Certificate of HIPAA Training	Permanent	Student Services	Electronic
Change of Course (Add/Drop)/Audit Authorization	1 year after date submitted	Registrar	Paper/Electronic
Class Handouts (PPT's, Articles, etc.)	1 year after course completion	Program, Department	Paper/Electronic
Class Lists	Permanent	Registrar	Electronic/CARS
<u>Clinical Education:</u> <ul style="list-style-type: none"> • Course Sign In Sheets • Final or Comprehensive Exams • International Rotation Forms • Out-of-State Proctor Requests • OSCE • Post-Rotation Exams and Rosters • Rotation Hospital Notification • Soap Notes • Student Schedules • Testing Schedules 	1 year after graduation date/date of last attendance in program	Clinical Education, Department	Paper/Electronic
<u>Clinical Education Evaluations:</u> <ul style="list-style-type: none"> • Preceptor Evaluations of Students • Site Evaluations 	Until next full program or HLC/NCA accreditation cycle	Program, Department	Paper/Electronic
<u>Clinical Education Preceptor Files:</u> <ul style="list-style-type: none"> • Active, Inactive, and Disciplinary Actions • CVs • Licenses • Preceptor Relations Committee Decisions • Etc. 	Permanent	Program, Department, Clinical Education	Paper/Electronic
<u>CME Records:</u> <ul style="list-style-type: none"> • Announcements (Flyers, Handouts, Etc.) • Certificates/Letters • Registration Forms • Reports/Worksheets • Sign-In Sheets • Supporting Documentation for CME Programs 	7 years after CME event	Clinical Education, Program, Department, Dean	Paper/Electronic
Counseling Records	Permanent	Student Services (Counselor's Office)	Paper
Course/Instructor Evaluations (Overall Scores [No Student-Specific Information Stored])	Permanent	Institutional Research	Electronic
<u>Course Materials:</u> <ul style="list-style-type: none"> • Exams • Homework Assignments • Scantron sheets • Student Papers • Tests • Audio-visual or digital recordings 	1 quarter after course completion	Program, Department	Paper/Electronic
Criminal Background Check Materials	Permanent	Student Services, Centralized Office of Experiential Education	Paper
Curriculum Committee Change Authorization	Permanent	Registrar	AZ: Paper/Electronic IL: Paper
Diploma and Certificates	Permanent	Registrar	Electronic
<u>Disability:</u> <ul style="list-style-type: none"> • Accommodation Requests (Medical or Learning) • Copies of Letters to Course Administrators 	Permanent	Student Services	Paper

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<u>Disciplinary Documents and Actions - Students:</u> • Content Changes of Student Disciplinary File • Disclosures • Audio-visual or digital recordings	Permanent	Student Services, Dean	Paper/Electronic
Disciplinary Incident Report	Until graduation	Student Services, Dean	Paper/Electronic
Disclaimer Form (Completion of Program does not Guarantee Acceptance into Other Programs)	2 years after graduation or last day of attendance	BMS Office (AZ only)	Paper/Electronic
Emergency Contact Information for Incoming Students	10 years	Student Services	Electronic
Enrollment Verifications	1 year after verification	Registrar	Paper
Events, University-wide (All Materials)	Permanent	University Relations	Paper/Electronic
Exams, final (applies to COM Clinical Education and OMM)	1 year after graduation date/date of last attendance in program	COM Clinical Education/OMM	Paper/Electronic
Faculty Contracts (w/ Practice Sites for Co-Funded Faculty)	At all times during which the University is engaged with the faculty member and thereafter. Years 1-10 onsite; years 11-20 in storage; then shredded five years after contractual relationship has ended ((unless in litigation or medical hold)	Dean, Human Resources	Paper
Grades / Change of Grades	Retained permanently online	Registrar	Electronic
Graduate Surveys	Until next full program or HLC/NCA accreditation cycle	Program, Dean	Paper/Electronic
Graduation Lists	Permanent	Institutional Research, Registrar	Electronic
Grants and Funding	10 years	Accreditation & Support Services, Research and Sponsored Programs, Program, Department	Paper/Electronic
<u>Health Information:</u> • Immunization Titers • Physical Exam Forms • Student Activities Liability Waiver Form • Student Dental Insurance Enrollment • Student Insurance Enrollment Forms • Student Insurance Waiver Forms • TB Test Results	10 years after graduation/date of last attendance	Student Services	Paper/Electronic
<u>Housing, On Campus</u> • Appeals and Decision of the Committee • Applications • Contracts • Reports by Quarter • Storage Records	5 years after graduation/date of last attendance	Student Services	Paper/Electronic
<u>Housing, University Subsidized, Off-Campus</u> • <u>Use of MWU Leased Property Agreement</u> • <u>Leases, executed</u>	4 years after the student has occupied the leased property 4 years after the end of the lease	Program, Deans Centralized Office of Experiential Education	Paper/Electronic Paper/Electronic
<u>International Student Documents:</u> • Statement of Educational Costs • Statement of Financial Responsibility • I-20 (Certificate of Eligibility for F-1 Visa Status) • Copy of Employment Authorization (Work Permit)	Until graduation/last date of attendance or 5 years from expiration of immigration documents, whichever is longer	Financial Aid	Paper
Liaison Committees (Student/Faculty)	10 years	Accreditation & Support Services	Paper
Lobbyist Registration	10 years	Accreditation & Support Services	Paper/Electronic
Meal Plan Contracts (Downers Grove, IL)	5 years after graduation/date of last attendance	Student Services	Paper
Minutes and Agendas of Meetings	Until next full program or HLC/NCA accreditation cycle	Program, Dean, Department	Paper/Electronic
Name Change Authorizations	5 years after separation	Registrar	Electronic
OPTI Affiliation Agreements and Annual Reports	10 years	Accreditation & Support Services, Postdoctoral Education	Paper/Electronic

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<u>Resident/Intern:</u> <ul style="list-style-type: none"> • Annual Training Manuals • Monthly Location Reports Schedules <ul style="list-style-type: none"> * AOA Inspection Materials * Rotation and On-Call * Specialty Residency Manuals 	10 years after graduation/date of last attendance	Postdoctoral Education, Department	Paper/Electronic
Resident/Intern Accounting/Budget Files	7 years	Postdoctoral Education, Department	Paper
Resident/Intern Affiliation Agreements and Rate Schedules	Permanent (unless terminated)	Postdoctoral Education, Department	Paper

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Resident/Intern Application, Accepted	Until completion of residency	Postdoctoral Education, Department, Hospitals Where Students Work	Paper
Resident/Intern Application, Not-Accepted	1 year (until the next application cycle)	Postdoctoral Education, Department	Paper
Resident/Intern Certifications of Completion, Verification Forms, Synopsis Sheets (for Credentialing Purposes)	50 years	Postdoctoral Education, Department	Paper
Resident/Intern Course/Training Descriptions	1 year (updated annually)	Postdoctoral Education, Department	Paper
Resident/Intern Letters of Recommendation and Waivers	5 years after graduation date/date of last attendance	Dean	Paper/Electronic
Resident/Intern Work Hour Surveys, Work Study Hours	7 years (Medicare cycle for Hospitals)	Postdoctoral Education, Department, Hospitals Where Students Work	Paper
Scholarships/Endowments Establishment Paperwork	Permanent	Dean, Development	Paper
<u>SFS (Student Financial Services):</u> • Audit and Review Reports • Disbursements, Date and Amount • Financial Aid Documents • Receipt of Aid (Amount of Grant, Loan, FWS Award; and Calculations Used to Determine Aid Amounts) • Satisfactory Student Academic Progress Documentation • Student Account Records • Tuition and Fee Charges	5 years after graduation date/date of last attendance	Student Financial Services	Electronic
<u>SFS</u> • Fiscal Operations Report (FISAP) • Audit and Review Reports (AOR)	5 years after graduation date/date of last attendance	Student Financial Services	Electronic/Paper in Fireproof Cabinet
<u>SFS</u> • Required Reports Supporting Data Records (SFA Program Reconciliation Reports, Audit Reports and School Responses)	5 years after graduation date/date of last attendance	Student Financial Services	Electronic
<u>SFS</u> • Student Aid Report or Institutional Student Information Record • Verification Documents	5 years from award year end	Student Financial Services	Electronic
SFS Federal Work-Study Records	5 years from award year end	Student Financial Services	Electronic/Paper in Fireproof Cabinet
SFS Program Participation Agreement	Permanent	Student Financial Services	Electronic
SFS Repayment and ECSI Repayment Records; Perkins, Primary Care, and Institutional Loan Applications and Original Promissory Notes	3 years from when loan is paid in full	Student Financial Services & ECSI Loan Servicer	Electronic/Paper in Fireproof Cabinet
SFS Accounts Receivable Journals and Records of Deposit	7 years after graduation/date of last attendance	Student Financial Services	Electronic
<u>Statistics (University-wide):</u> Admissions (for Bond Reporting) • Degree * Demographic/Racial/Ethnic • Enrollment * Grade	• Permanent	Institutional Research	Electronic/CARS
Student Complaints and Log for Higher Learning Commission (HLC/NCA)	Until next full program or HLC/NCA accreditation cycle; held permanently by Student Services	Dean, Student Services, Accreditation & Support Services, President's Office	Paper/Electronic
Student Handbook Acknowledgement of Access Form	10 years after graduation/date of last attendance	Student Services	Electronic
Student Injury (Needle stick, Exposure, or Splash)	5 years after graduation/date of last attendance	Risk Management	Electronic
Student Organization Budgets	5 years	Student Services	Paper

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Student/Alumni Document Releases: <ul style="list-style-type: none"> • Release of Information * Verifications • Credentialing Forms * Transcript Requests 	1 year after date submitted	Registrar	Paper/Electronic
Syllabi (Including Lecture Schedules)	5 years after course completion	Program, Department	Paper/Electronic
Tutoring Bills Summary Per Quarter Per College, Requests, Assignments	5 years	Student Services	Paper
Veteran Administration Records and Military Documents	5 years after graduation date/date of last attendance	Registrar	Paper