

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

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>Alumni Materials:</u> <ul style="list-style-type: none"> • Alumni Correspondence • Copies of Acknowledgement Letters • Copies of Donation Checks • Flyers • Surveys <div style="margin-left: 150px;"> * Events * Postcards * Etc. </div>	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

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>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

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.

<u>Resident/Intern:</u> • Annual Training Manuals • Monthly Location Reports Schedules	* 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

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
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

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
Student/Alumni Document Releases: • 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