

Provost and Vice Chancellor for Academic Affairs  
School of Business  
Associate Dean and MBA Office

240.001 Reports of Graduate Student Academic Plans for Advisement (Duplicates)

Dates: 1980-  
Volume: 2 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological by year

This record series consists of documents used by graduate students to request changes in academic plans (i.e., curriculum, schedules, theses, etc.).

Data may include name of student, phone, date, address, major department, degree sought, type of request, and authorized signatures (e.g. major adviser, Graduate Program Director, Graduate, Dean, Associate Dean).

Originals are incorporated in the student files.

Recommendation: Retain in office for five (5) years following graduation or last date of attendance of the respective student(s), then destroy in a secure manner providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved as Amended 8/20/08