

Office No. 420 - Communication Sciences & Disorders

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No.	Title and Description:	OPR/OFM	Office of Primary Copy:	Cut-Off:	Retention		Disposition Authority No.	Archival Designation/Remarks
					Office	R. Ctr. Total		
1	GRADUATE STUDENT FILES. (INDIVIDUAL STUDENT FILES.) - Provides documentation of clinical practicum experience/clock hours and evaluation for audiology and speech pathology upper division and graduate students. Graduate student files include copies of application, transcript, test scores, & related documents.	OFM	Communication Sciences & Disorders (420)	Degree received or student withdrawn from program	60 mo.	180 mo. 20.00	86-8-37436 Rev. 3	
2	FACULTY PERSONNEL FILES. - Vitae, correspondence pertaining to appointment, terms of contract and related information; provides an employment record for departmental faculty.	OFM	Provost (302)	Termination of Employment	72 mo.	0 mo. 6.00	89-11-45134 Rev. 0	
3	FULL-TIME EQUIVALENT FACULTY, STUDENT CREDIT HOUR, AND ENROLLMENT DATA STATISTICS. - Printouts providing SCH quarterly figures, academic performance summaries, degree applicants grade point average records, enrollment figures, FTEF reports, courses by faculty, workload analysis and related data; used for statistical analysis and planning.	OFM	Registrar (525)/Provost (302)	Fiscal Year	36 mo.	24 mo. 5.00	89-11-45149 Rev. 0	
4	GRADUATE STUDENT RECORDS/ADMITTED BUT NOT ATTENDING OR DENIED ADMISSION. - Includes copies of applications, test scores, transcripts and related materials. Provides a record for students who have been admitted, but did not attend, or for those denied admission to the department graduate program.	OFM	Graduate School (515)	Academic Year	36 mo.	0 mo. 3.00	97-09-58076 Rev. 0	
5	GRADUATE SCHOOL--COMPREHENSIVE EXAMS. - Includes comprehensive exam taken by graduate students as part of the requirements for graduation in the Speech Pathology/Audiology program. Final test scores maintained in student files.	OFM	Communication Sciences & Disorders (420)	Academic Year	36 mo.	0 mo. 3.00	97-09-58077 Rev. 0	