
APPLICATIONS FOR ADMISSION/READMISSION

Description: Records of applications for admission and readmission to Memorial University undergraduate and graduate programs. Records may include general university applications; supplementary faculty or school applications; supporting documents including, but not limited to, transcripts, letters of reference, personal statements, portfolio materials, standardized test scores (e.g. TOEFL, AP, SAT, GMAT); admissions decisions made by staff of the Registrar's Office, School of Graduate Studies or by admission committees; admission or readmission appeals documents; file analysis documents; and related correspondence.

Filing Guidelines: Destroy paper documents once in electronic form. Records must be securely stored until final disposition.

Registrar's Office: Faculties, departments and schools retaining admission/readmission documents shall dispose records of applications for admission/readmission for rejected, not enrolled or 'no show' applicants two (2) years after the decision is made. However, faculties, departments and schools may choose to retain the parts of the file which would inform readmission decisions for a longer period of time.

SGS: It is the responsibility of the School of Graduate Studies to maintain any records of currently/formerly enrolled applicants that are submitted from the faculty, department or school. Once submitted to the School of Graduate Studies, the faculty, department or school is deemed to have a copy. Copies are considered transitory records and may be destroyed after the student has completed/withdrawn/was forced to withdraw from the program.

MUNCLASS Function:	Students (ST)
Responsible Unit(s):	Office of the Registrar, School of Graduate Studies
Retention:	<i>Admission/readmission records, other than those stored as part of the permanent student record in the Student Information System (currently Banner):</i> i. Currently/formerly enrolled applicants: Permanent Retention <i>Supporting Documents:</i> Current year decision made + 2 years ii. Rejected, not enrolled or 'no show' applicants: Permanent Retention <i>Supporting Documents:</i> Current year decision made + 2 years Exception: Fraudulent documents: Current year decision made + 2 years. Selective retention on de-identified records for reference purposes.
Disposition:	Destroy, Selective Retention or N/A
Media:	Paper and/or electronic
Authority:	Anticipated Operational Use