

Provost and Vice Chancellor for Academic Affairs  
School of Business  
Business Advisement  
Support Unit

215.01 Files of Denied Graduate Degree Candidates

Dates: 1987-  
Volume: 11 Cubic Feet  
Annual Accumulation: 1 Cubic Feet  
Arrangement: Chronological by year, Alphabetical by topic

This record series consists of files pertinent to prospective graduate degree candidates who were denied admission into the graduate program of the School of Business.

Contents include copies of transcripts, screening forms with denial indications, entry scores, personal history data, and advisement information.

Recommendation: Retain in office for five (5) years from date of denial, 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

215.02 Graduate Management Admission Test Scores (Record Copies)

Dates: 1982-  
Volume: 15 Cubic Feet  
Annual Accumulation: 1 Cubic Feet  
Arrangement: Alphabetical by name

This record series consists of test scores which are used by the School of Business to accept/reject students into the graduate program.

Originals are maintained by the ETS (Educational Testing Service).

Recommendation: Retain in office for five (5) years, then destroy 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