

05/06/2014
Yale School of Forestry and Environmental Studies
Registrar's Office

Retention Policy

1. Items retained in student file for three years after graduation or date of last attendance

- Application for admission or readmission
- Application transcripts
- Acceptance letter
- Name change authorizations
- Course exemption documents
- Change of status forms
- Change of degree forms
- Program review form
- Requests for withdrawal
- Information pertaining to academic honesty or violations of academic honesty policy
- Final transcript

2. Items retained permanently in student file

- Application for admission or readmission
- Application transcripts
- Acceptance letter
- Name change authorizations
- Change of degree forms
- Requests for withdrawal
- Information pertaining to academic honesty or violations of academic honesty policy
- Final transcript