8.3.2 Retention of Student Records: Implementation

1. Retention of Student Records

<table>
<thead>
<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Retains information on all applicants to their graduate degree programs.</td>
<td>Registrar</td>
</tr>
<tr>
<td>2. Establishes a university record for each admitted and enrolled graduate student.</td>
<td>Registrar</td>
</tr>
<tr>
<td>3. For students who are admitted and enrolled, maintains student information in PeopleSoft Student Administration and in departmental records.</td>
<td>Department</td>
</tr>
<tr>
<td>4. Disposes of student information in an appropriate manner.</td>
<td>Registrar and Department</td>
</tr>
</tbody>
</table>

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