

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 5/6/2014

MACAULAY HONORS PROGRAM/LEHMAN SCHOLARS PROGRAM (LSP)

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
HOC-1	Seminar Course Descriptions	For new or revised seminar courses, including proposals for registration of new courses and requests for approval of changes in existing course titles, credit hours, curricular content, format, and/or resource commitment when course is approved When course is not approved	Permanent While Needed	Academic Affairs 3[55] a Academic Affairs 3[55] b
HOC-2	Course Syllabi	Syllabi for courses offered by department	10 years, to comply with academic requirements	Instruction 2[106]
HOC-3	Seminar Folders	Including, but not limited to, student rosters, course description (including failed proposals), faculty information and other supporting documentation	6 years	Instruction 2[106] and 5[109]; Students 1[121] b

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
HOC-4	Student Coursework	Exams, assignments, honors tutorial paper, and other coursework submitted by students	2 years after course completed, to preserve records in case of appeal	Instruction 6[110]
HOC-5	Student Files--Student Attends	Including, but not limited to, program applications, letters of recommendation, study abroad applications/ recommendations and other participation records, academic warnings, other fellowship and scholarship applications/ recommendations, correspondence, and other supporting records of student's participation in the program	6 years after graduation or date of last attendance	Students 1[121] c and h; Students 7[125] a
HOC-6	Student Files--Student Does Not Attend	Applications, recommendations and other supporting documentation when students either are not accepted, or are accepted but do not register	2 years after date of exclusion or end of permitted enrollment period for accepted applicants	Admissions 1[60] b
		Documentation for students who do not complete the application process	While Needed	General 10[10] c

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