

# 1509 Student Admissions Records, Incomplete

*Description:* Records of individual students who applied for admission but did not complete the application process.

*Examples:* Records may include acceptance letters, standardized testing results (SAT, GMAT, GRE, ACT, etc), evaluations, letters of recommendation, transcripts from previous academic work, rejection letters, TOEFL scores, and related correspondence.

*Retention Period:* **Retain for 3 years, and then securely destroy.**

***Bursar***