



Records Retention Policy

The CD&S Department will archive student files for 10 years following your graduation from the program.

For the first five years, your entire file will be stored in our archives.

After the fifth year we will retain only the following documents:

1. Graduate Degree Candidacy Program of Study
2. Verification of Culminating Experience
3. Credential Application and Advisement Form
4. Clinical Clock Hours

After the 10th year your entire file will be purged and destroyed.

Should you require copies of your documents after you graduate please complete the following form and send it back to the department with a check in the amount of \$5.00 (copying, handling, and postage fee)

Please make check out to:

SJSU Foundation

Connie L. Lurie College of Education

Communicative Disorders and Sciences

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Name _____ Student ID # _____

Month and Year you entered the program _____

Month and Year you completed the program _____

Address: _____

City State Zip Code

