COLLEGE OF CHARLESTON
ACADEMIC AFFAIRS
ADMISSIONS
INSTITUTIONAL RECORDS ANALYST

14089  COURSE EVALUATIONS (TRANSFER STUDENTS)

Description
Created by academic department chairs and used by the transcript evaluator to award transfer credits to incoming transfer students. Information includes: school name, code, classification, student identity information (social security number, name, intended major), course description, course number, and College of Charleston equivalency determination.

Retention
10 years, destroy.

The approval and implementation of this records retention schedule should comply with the Department of Archives and History’s Guidelines for Understanding and Implementing Records Retention Schedules.