This is a recommendation to (check one): | Series Title:  
---|---
X -- Establish retention/disposal schedule | Change of Grade Forms

Office of Primary Responsibility (OPR):  
Registrar's Office or Graduate Studies

Purpose and Description of Records:  
Series consists of forms, completed by students, professors, admissions staff, and Faculty/School advisors, which authorize changes in students' academic records due to appeals or errors in grading.

<table>
<thead>
<tr>
<th>Personal Information Bank?</th>
<th>Vital Record?</th>
<th>Retained by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>X -- No</td>
<td>X -- Yes</td>
<td>X -- Academic Year</td>
</tr>
</tbody>
</table>

Retention Period (Years):  
Office -- 4 or 5 yrs.  
Records Centre / Storage -- 0 yrs.  
Total -- 4 or 5 yrs.

Final Disposition:  
X -- Destruction

Retention Instructions:  
Records are retained for either four (Registrar's Office) or five years (Graduate Studies). If other academic offices receive copies, they are to be kept for one year.

Appraisal Rationale:  
Records document changes to students' academic records, and so should be considered a vital record.

Date of Initial Publication:  
12 August 1997

Revisions: