

# RECORDS MAINTENANCE AND DISPOSITION

---

## Application Materials

For many years, The University of Alabama has subscribed to the ethical principles for confidentiality of records of the American Association of Collegiate Registrars and Admissions Officers. Following passage of the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment), the University established policies and procedures for implementation of that legislation. The policy statement is published online at the University Registrar's website.

All application materials and records, including academic records from other institutions, become the property of The University of Alabama and may not be returned to the applicant or forwarded to other institutions.

The admission credentials and application materials of applicants will be retained for 12 months following the requested entrance date, after which time reapplication must be made. This includes applicants who do not register for courses at the time for which they have been admitted, applicants who have been rejected, applicants who do not respond to requests for additional information, and applicants whose applications are not completed with respect to supporting credentials.

## Transcripts and other Academic Records

Official transcripts are issued and sent by the Office of the University Registrar to recognized institutions and agencies that require such documents. Transcripts can be requested at the University Registrar's website. The Graduate School maintains other academic records of graduate students during the course of their graduate study, and for a period of 5 years following the last term of enrollment.