Registrar Statement of Records Management for Students Enrolled at Wesley College

Upon admission to Wesley College in any program of study, whether undergraduate or graduate, all admission records are transferred from the Admissions Office to the Registrar’s Office in College Center 304.

The following documents and records are stored in the student’s file in a secure safe within the Registrar’s Office until the student graduates from the program or otherwise separates from Wesley College. Upon separation from the college, the student’s records are stored for five years within a locked room within the Registrar’s Office. After five years, they are transferred to the secure archives in the basement of College Center.

Documents required for admission to Wesley College:
- Application to Wesley College
- Letter of Acceptance to Wesley College
- Transcripts (prior High School and/or College)
- Transfer Credit Evaluation (Transfer students only)

Other documents – These include, but are not limited to the following:
- Personal Essay (not required)
- Resume (not required)
- Recommendation letters (not required)
- SAT or ACT Scores (not required)
- FERPA form (not required)
- Grant or Scholarship Award Letter (if applicable)
- Letters of achievement, academic standing, or special recognition
- College withdrawal forms (if applicable)
- Independent Study and/or Internship Applications and Registrations (if applicable)
- Graduation Audit and degree completion records (if applicable)

The following academic records are not stored in the student’s folder but are maintained in the Registrar’s Office or in the secure student information system database:
- Registration forms – if a hard copy is used – are saved by term for a minimum of five years.
- Registration records also exist in the student information system
- Course withdrawal forms (if applicable)
- Grades, credits, and Wesley College transcripts are stored in the student information system

Patricia Seunarine
Registrar and Director of Student Academic Records

Wesley College
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