

Student Academic Files

Beginning Winter term 2011, MyDegrees, the on-line advising and graduation audit tool became effective for all undergraduate students in the College of Forestry. This is the official degree audit and must be kept current to reflect any approved substitutions, waivers, and documentation of work experience.

The retention of academic petitions, work experience records, and other academic records is required. These forms document and support the information displayed in MyDegrees. Thus, an academic file is created for every degree-seeking undergraduate student entering the College.

An academic file is maintained for every degree-seeking student in the College of Forestry. The file contains information and documentation useful to both the advisor and the student in tracking progress toward completion of the student's degree program. The file may contain the following:

1. All records relating to the student's academic preparation and progress such as high school transcripts, standardized test scores, and transcripts from previous colleges or universities.
2. Work evaluations, if required by the program, approved or disapproved by the academic advisor.
3. Advising notes and petitions documenting course substitutions, waivers, correspondence, copies of letters of academic deficiencies, and copies of Honor Roll or Academic Jeopardy letters. .
4. Departments may include additional documents such as degree checklists or audit sheets depending upon the accreditation requirements of the degree program.

Note: Items of a disciplinary nature including Academic Dishonesty are not to be included in the academic file. A separate file related to disciplinary actions is maintained in the office of the Associate Dean for Academic Affairs.

Student Access to their Academic File

Under Oregon law, students, both present and former, have the right to inspect their educational records, challenge the contents of any records which they feel contain misleading, inaccurate, or incomplete information, and must provide their written consent before release of any document to anyone other than university officials with a demonstrable educational interest. Undergraduate academic files are retained up through five years from the date of graduation.

Student File Procedures

Each department within the College has the responsibility of administering a suitable filing system, so that student academic files are updated and made available when needed by advisors, department heads, and deans. Files for students who transfer to another OSU program should be sent to the Student Services Office for forwarding to the new advisor. Files for students who become inactive or withdraw from the university are normally retained for a period of 5 years from the date of their last attendance before being destroyed and can be sent to the Student Services Office for storage. Files for those who have graduated are sent to the Student Services Office, where they are cleared of extraneous and duplicate material, basic demographic and academic information is entered into the Graduated Student Database, and filed in the College's academic file storage facility. Undergraduate academic files are retained up through five years from the date of graduation.

Academic File Management

Effective Spring 2012, the Student Services Office will no longer track the creation and/or transfer of student files in the Academic File Management database. Rather, student files will be created and delivered to the applicable CoF department as follows:

Summer START files	Friday of the first week of Fall term
Winter START files	Monday of the first week of Winter term
Spring START files	Monday of the first week of Spring term
Intra-University transfer students	Current OSU students who are in good standing must attend a transfer information session before a Change of Major form will be signed to permit their transfer to a CoF undergraduate program. These sessions are offered on the first Tuesday and third Wednesday of each month. Files will be available by Friday after each session.

Note: Students who begin their academic program in Summer term are required to attend a Summer START session. These files will be treated the same as other Summer START files.

The academic files of students who transfer out of the CoF will be requested by the Student Services Office and sent via campus mail to the student's new program.