

Cross-Reference for Documents in the Electronic Student Folder

Document Types	Documents Included
College Transcript	transcripts for enrolled students, study abroad, consortium, exchange; graduate transcripts
Course Enrollment Schedule	student schedule, late drop/add petitions, honors designation forms, overload petitions, surcharge letters; non-payment letters; ANOR & ORNA letters; Early Admission Dual Credit Forms;
Credit Evaluation	credit evaluations for enrolled students, prior approval forms, Study Abroad Planning forms; petitions to waive senior residency; Transfer of Credit Form (graduate)
Grade Report	original & subsequent updates
Graduation	all graduation-related correspondence, including out letters; General Education petitions; Writing Committee petitions;
Records Change Forms	Change of Program forms, Certification of Completion of Minor forms, Special Grade Report forms, Repeated Course forms, petitions to change academic history, Name Change Forms, Non-degree Credit Forms (graduate)
Student Data Audit	Student Data Audit
Withdrawal Form	Withdrawal forms, Leave of Absence forms, related materials