



Graduate Office File Retention Policy

TYPE OF FILE	UTPA GRADUATE OFFICE
Applications (incomplete) has not enrolled	1 year
Applications (complete, did not enroll)	2 years
Applications (rejected)	2 years
Enrolled Student on leave of absence/withdraw	Masters: 7yrs/ Doctoral: 10 yrs
Graduate (Earned Degree)	2 yrs after degree
Enrolled but academically dismissed	2 yrs after leaving
GRE/GMAT Scores	2 yrs
Transcripts	2 yrs
Thesis	filed in library
Dissertation	filed in library