

Policy on Archived Student Records

CATEGORY: Student – Administrative

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REVIEW REQUIREMENTS: Every two (2) years

APPROVED BY: President

Policy Purpose & Summary

This policy, entitled “*Policy on Archived Student Records*”, has been created to establish the requirements to be followed regarding retention and access to archived student records at the College.

It is the policy of the College to formalize the process as outlined below.

Scope

This policy applies to all students enrolled at the College, all individuals employed by the College, and any other individuals acting as representatives, or hold a titular position, of the College.

Policy

1. ON-SITE STUDENT RECORDS STORAGE

- 1.1. Student records are maintained for a period of eight (8) years in a secured storage room from the following applicable dates:
 - ❖ The date the student completes their Program;
 - ❖ The date the College receives a Notice of Withdrawal from the student;
 - ❖ The date the College provides a Notice of Dismissal to the student.
- 1.2. Short Course records are maintained for a period of three (3) years.
- 1.3. A student record must include (where applicable) the following items:
 - ❖ Enrolment contract;
 - ❖ Results of any entrance examinations;
 - ❖ Evidence of having met admission requirements;
 - ❖ Student transcripts;
 - ❖ Financial records including payment details;
 - ❖ Student loan documents and any applicable refund;
 - ❖ Any applicable student Dispute and/or dismissal information;
 - ❖ A copy of any applicable study permits.

2. OFF-SITE STUDENT RECORDS STORAGE

- 2.1. The College retains the services of a data storage company to provide secure off-site storage of all student records mentioned within this policy.
- 2.2. These records are retained for a period of fifty-five (55) years from the date of submission to the secure off-site data storage company.

2.3. The secure off-site data storage of student records must occur within sixty (60) calendar days of the following events occurring, whichever occurs first:

- ❖ A student's completion of their Program;
- ❖ The withdrawal of the student;
- ❖ The dismissal of the student.

3. RECORD STORAGE PROCEDURE

- 3.1. The student record must include all applicable documents mentioned in 1.3, a transcript of marks and if issued, a copy of the certificate or diploma.
- 3.2. In the event that a student's Program extends for longer than one (1) year, the securely stored student record must contain a copy of the transcript and student contract for each Program year.
- 3.3. Upon completion of a multi-year Program, the stored record must also include a copy of the certificate or diploma, if issued.

4. RECORD STORAGE PROCEDURE

- 4.1. Current and former students are entitled to free and reasonable access to their archived student records provided that they have given written notice to Student Services at least five (5) business days prior to requiring access.
- 4.2. Current and former students are required to produce one (1) piece of photo identification prior to being given access to their student records.
- 4.3. If the student requests to view his/her student file, Student Services must be responsible for removing the records from the secured storage room and making them available during regular office hours under supervision.

Policy Notes

This policy consolidates the measures included in, and replaces, the following archived policies of the College:

- Policy #1020 – Access to Archived Student Records Policy

ACCOMPANYING POLICIES: This policy is a part of a suite of administrative oriented policies under the Student Policies category.