

Policy on Archived Student Records

CATEGORY: Student – Administrative

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REVIEW REQUIREMENTS: Every two (2) years

APPROVED BY: President

Policy Purpose

The *Policy on Archived Student Records* outlines the requirements for the retention of and access to archived student records at the College.

Scope

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

Policy

1. ON-SITE STUDENT RECORDS STORAGE

- 1.1. Hard copy student records that are kept on-site are stored in a secured storage room at the College.
- 1.2. Student records for Courses/Programs under six (6) months and equal to or less than \$1000 are retained for three (3) years.
- 1.3. Student records for Courses/Programs not defined in Section 1.2 are retained for seven (7) years.
- 1.4. The student record retention period commences on:
 - ❖ The date the student completes the 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.
- 1.5. A student record must include the following items, where applicable:
 - ❖ A copy of the signed Enrolment contract;
 - ❖ Results of any entrance examinations;
 - ❖ A copy of any applicable study permits and letters of acceptance;
 - ❖ Evidence that the student has met the admission requirements;
 - ❖ A copy of the student's transcript issued by the College;
 - ❖ A copy of any credentials granted to the student by the College;
 - ❖ Financial records including payment details;
 - ❖ Student loan documents and any applicable refund;
 - ❖ A copy of the student's attendance record;
 - ❖ Any applicable student Dispute and/or dismissal information;

- ❖ If applicable, documents related to the student's participation in the grade appeal process; and
- ❖ For a work experience placement, copies of the signed Practicum agreement between the College, Host Employer and student, evidence that the student has met the requirements for participation in the program, and the written evaluation of the student's performance.

2. OFF-SITE STUDENT RECORDS STORAGE

- 2.1. The College retains the services of a third party for the off-site secured storage of student data and records.
- 2.2. Student records stored off-site must be retained for a period of twenty-five (25) years.
- 2.3. Student records must be sent and received by the secure off-site storage company within sixty (60) calendar days of the following:
 - ❖ A student's completion of their Program;
 - ❖ The withdrawal of the student; or
 - ❖ The dismissal of the student.

3. RECORD STORAGE PROCEDURE

- 3.1. If 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.
- 3.2. Upon completion of a multi-year Program, the stored record must also include a copy of the certificate or diploma, if issued.
- 3.3. Once the retention period of an archived record expires, it will be destroyed.

4. ACCESS TO ARCHIVED RECORDS

- 4.1. Current and former students are entitled to free and reasonable access only to their own archived student record.
- 4.2. To view the archived record, the student must:
 - 4.2.1. Submit a written notice to Student Services at least ten (10) business days prior to the desired date of access;
 - 4.2.2. Provide one (1) piece of photo identification; and
 - 4.2.3. View the archived record during regular office hours and under the supervision of Student Services
- 4.3. No information from the file can be displaced or copied (e.g., photographed, scanned, etc.) for any purpose or reason.

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.