

Policy No. & Title: **A133: MANAGING PROGRAM, COURSE AND STUDENT RECORDS**

Policy Sponsor: Registrar

Reference Cttee: College Council

Effective: 2013-01-06

Next Review: 2018-01

Approvals: 1990-03-12/SA-89-10; 1996-12-04/SA-96-03; 2013-01-16/CC-12-04

1. PURPOSE

The Colleague system is the official College repository for records of academic program information, course information and student registration and achievement information. For the purposes of this policy, the records system is referred to as “Colleague,” and the program, course and student records are referred to collectively as “Academic Records.”

The purpose of this policy is to assign Academic Record creation, amendment and management responsibilities, and to assign responsibility for development and maintenance procedures that ensure the accuracy and the security of the Academic Records

2. DEFINITIONS

None

3. THE POLICY

3.1. Scope

This policy relates to the content and retention of Academic Records within the Colleague system. This policy does not cover Alumni Records.

3.2. Principles

Procedures for the creation, maintenance, control and retention of Academic Records follows these principles:

- One College manager is responsible for the management of Academic Records. Managers are authorized to create, amend and delete record element content relating to activity within the manager’s area of responsibility.
- A procedure for adding, amending or deleting information in each data element is established, and implemented.
- Record retention rules and procedures are established and implemented in a systematic manner.

3.3. Responsibilities

The Registrar is responsible for management of the content of Academic Records for the College and for establishing and overseeing appropriate record creation, amendment, deletion and retention rules, standards and procedures (collectively, the “Procedures”).

Such Procedures are developed in consultation with academic managers and identify positions that may authorize creation and amendment of each data element of the Academic Records, and that specify appropriate record retention rules and standards. The Procedures reflect efficient and effective practices and conform to relevant legal and provincial policy requirements.

For ease of reference, the Procedures are attached to this policy. The Registrar may update and post the Procedures without further reference to College Council.

3.4. Retention of Colleague Academic Records

3.4.1. **Colleague Program Record:**

Program Record Information is retained permanently.

3.4.2. **Colleague Course Record:**

Course Record information for applicants is retained permanently, except for course-section information which is retained for one academic term beyond the term which it applies.

3.4.3. **Colleague Student Record:**

3.4.3.1. Applicant Record information for applicants who do not register is retained for one calendar year from the beginning of the admission cycle.

3.4.3.2. Student Record information for registered students is retained for a period of seven years following the student’s graduation or last date of attendance. After seven years the College record only is retained for an additional period of 63 years (70 years in total).

3.4.3.3. For non-credit or special interest registrations only the Attendance Register for the course offering will be retained. This register is retained permanently.

3.4.4. **Record Retention Responsibilities:**

The Office of the Registrar is responsible for:

3.4.4.1. Establishing and maintaining procedures and schedules for the disposal of Colleague Academic Record information and related information.

3.4.4.2. Carrying out the disposal of the information.

3.4.4.3. Maintaining the Disposal Record for this information in accordance with the Disposal of Personal Information Guidelines established in support of the Freedom of Information and Protection of Privacy Act.

4. REFERENCES

None

5. ATTACHMENTS

None