

Access to Archived Student Records Policy

Effective Date: February 25, 2008

1.1. Policy Statement:

- 1.1.1. This policy establishes the guidelines to be followed regarding retention and access to archived student records for full time students only (a full time student is defined as a student enrolling in a program of forty (40) hours or more or \$1,000.00 tuition or more).

1.2. Procedures:

- 1.2.1. The full hard copy record of a full time student is maintained for a period of *seven (7) years* in a special storage room. This record includes the enrolment contract, results of any entrance examinations, evidence of having met admission requirements, student transcripts, and financial records including payment details, student loan documents and any refund, student dispute and/or dismissal information and a copy of any applicable study permits.
- 1.2.2. In addition to the provisions of 1.2.1 stated above, the College retains an off-site data storage company to provide secure off-site storage of all full time student records. These records are available for a period of *fifty-five (55) years* from the date of submission to the data storage company. The off-site storage of the full time student record must occur within thirty (30) days of the completion of a student's program of study or the withdrawal or dismissal of the student. The student record will include the student's enrolment contract, transcript of marks and, if issued, a copy of the certificate or diploma. In the event that the program is a multi-year one, the stored record must contain a copy of the transcript and student contract for each program year. Upon completion of the multi-year program, the stored record must also include a copy of the certificate or diploma, if issued.
- 1.2.3. Employees and faculty have access to the archived student records. The Registrar will be responsible for removing the records from the special storage room and making them available during regular office hours under supervision.
- 1.2.4. Current and former students are entitled to free and reasonable access to their archived records provided that they have given written notice to the Office of the Registrar at least five (5) business days prior to requiring the access. Current and former students are required to produce one piece of photo ID prior to being given access to the archived records.
- 1.2.5. Upon written request, copies of the archived student records will be made available at a cost determined from time to time by the College.