

 University College of the North Policies & Procedures	# Pages: 4	Policy Number: AC-03-10
	Approved by: Learning Council	
Section: Academic - Programs	Effective Date: June 13, 2023	
Title: Faculty and Program Student Record Management	Replaces: December 12, 2017	

POLICY STATEMENT

This policy is specific to the storage and disposal of student records, digital and paper, which are maintained by faculty members and program areas.

Faculty records may include but are not limited to, tests, quizzes, assignments, and performance agreements. Program area records may include, but are not limited to, copies of transcripts, criminal record checks, immunization records, and other checks associated with clinical/practicum activity.

PURPOSE OF POLICY

The purpose of this policy is to ensure that student records held by faculty and program areas are stored securely and disposed of within established timelines.

PROCEDURES

1. University College of the North (UCN) is required to follow the regulations of the Freedom of Information and Protection of Privacy Act (FIPPA) and Personal Health Information Act (PHIA).
 - a) Faculty and program areas should only collect personal information and retain student records necessary for program purposes.
 - b) The records that individual faculty and programs collect, retain, and have access to will vary.
 - c) Access to the information is limited to individuals who required the information to perform their work.

2. Non-faculty departments (such as Enrolment Services) may retain some of the same information as faculty and programs. The retention timelines identified in this policy only

apply to records kept by faculty and program areas. The retention timelines for other UCN departments will differ from this policy.

3. Some program areas must adhere to the record and retention policies and practices established by accrediting bodies.
4. Faculty and program areas will store records in a safe manner that prevents loss and unauthorized or inappropriate access. For example, in locked cabinets or drawers and on password protected computers.
5. The Record Authority Schedule (RAS), established and overseen by the UCN's archivist, governs the retention and disposal of some student records.
6. Student records kept by faculty and programs not identified in the RAS must be retained and disposed of according to the following schedule.

This schedule does not include student information gathered and stored in UCNLearn. Procedure 6 outlines the retention and disposal of records held in UCNLearn.

Unclaimed student course work (e.g. tests, quizzes, papers, etc.)	Retain record for three months after course grade submission, then destroy. Student coursework, whether it be unclaimed paper copies or electronic documents, is owned by the student who created it. Student coursework is not the property of University College of the North nor its faculty or staff.
Mid-term and final exams retained by faculty, not returned to students	Retain record for three months after course grade submission, then destroy.
Student attendance tracking	Retain record for three months after course grade submission, then destroy.
Coursework and documentation related to academic appeal	Retain during academic appeal process or decisions, destroy within ten days of final decision rendered.
Final grades and course marks	Retain record for three months after course grade submission, then destroy.
Grade Change form	Retain for three months after course grade submission, then destroy.
Request for Incomplete grade	Retain for three months after course grade submission, then destroy.
Student application file (may include transcripts, letters of references)	Student did not register or were not accepted into the program – retain term start date plus one year , then destroy or return to student. Student starts in program, but withdraw retain for one year , then destroy or return to student.

	Student who graduate retain for one year after graduation, then destroy or return to student.
Early Intervention referral and/or plan	Retain for three months after student ends enrollment in program, then destroy.
Performance agreement and/or plan	Retain for three months after student ends enrollment in program, then destroy.
Criminal record, child abuse registry, vulnerable person check	Retain for three months after student ends enrollment in program, then destroy or return to student.
Immunization records	Destroy or return to student immediately after student ends enrollment in program.
Transcripts (shared for non-application purposes)	Destroy or return to student immediately after intended use.
Records associated with practicum/clinical placement (e.g. evaluations)	Retain one year after student ends enrollment in program, then destroy.
Zoom class recording	Retain for three months after final grade submission due date, then destroy.
Student documents in Teams	Retain for three months after final grade submission due date, then destroy.
Student records not specified in this chart	Retain for three months after student ends enrollment in program, then destroy.

7. UCNLearn is the approved learning management system of UCN. Access to course material and student records stored in UCNLearn must ensure confidentiality and availability for student educational purposes.
 - a) Students will have access to their all of their courses until three months after their graduation or exit from the program.
 - b) Faculty will have access to courses for one year after the final grade submission due date.
 - c) One year after the final grade submission due date, only UCNLearn administrators will have access to the course.
 - Faculty may be granted access to the course shell to copy content.
 - d) Four years after the grade submission due date, the course will be deleted entirely from UCNLearn.

8. Records should be destroyed in a manner that ensures that the confidentiality of the document is maintained.
 - a) Paper documents should be destroyed by shredding.
 - b) Non-UCNLearn and other electronic records should be destroyed by deleting the file and emptying the trash or recycle bin regularly.

Related Policies

AD-01-19 Records and Archive Policy

HR-01-05 Privacy Policy

Freedom of Information and Protection of Privacy Act (FIPPA)

https://www.gov.mb.ca/fippa/public_bodies/index.html

Personal Health Information Act (PHIA)

<https://www.gov.mb.ca/health/phia/index.html>