

 Policies & Procedures Manual	# Pages: Page 1 of 1	Policy Number: AC-03-10
	Approved by: Learning Council	
Section: ACADEMIC Title: Faculty Student Records	Effective Date: December 12, 2017	
	Replaces: New	

POLICY STATEMENT

This policy is specific to individual student records, digital or paper, which are maintained by the faculty/department/program to facilitate student progress within the faculty/department. Such records may include, but are not limited to, progress reports, academic summaries, copies of transcripts, disciplinary action, degrees received, appeals, supporting information and related correspondence, criminal records, immunization and any other checks associated with clinical/practicum activity. Such records must be safely secured and disposed of within appropriate time-lines.

PURPOSE OF POLICY

The purpose of this policy is to ensure confidential information regarding students is safely secured and disposed of within appropriate time-lines.

PROCEDURES

All paper faculty student records must be secured in a locked filing cabinet within a secure location.

All faculty student records, paper or digital, must be disposed of within appropriate time-lines as follows:

- Student withdraws from faculty/department/program: Retain records from the withdrawal date plus three years, then destroy.
- Student graduates or completes the program: Retain records for three years after graduation or completion, then destroy.
- Records associated with clinical/practicum activity such as the solicitation, receipt and evaluation of criminal records check, vulnerable person check, child abuse check, adult abuse check, immunization and any supporting documents and related correspondence: Retain records until end of use plus six months, then destroy.
- Student exams, tests and papers: Retain records until end of course plus one year, then destroy.