



SUBJECT: Student Record Information	CATEGORY: Academic – Student Affairs and Services	NO. A-2.6
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PREAMBLE

The following set of policies provides a definition for the contents of the Student Record, the Permanent Student Record and the Student Transcript. The policy also sets forth regulations on responsibility for, and retention of student record information. All student record information is subject to the SIAST policy on Confidentiality of Student Information.

POLICY**1. Definition of the Student Record**

The student record is the official academic record of the student; it contains documents used in the admissions process and documents regarding academic performance at SIAST. The record may be both hard copy and electronic.

Contents of the Student Record (permanent elements flagged "*"):

1. the application for admission, documents supporting the application and correspondence dealing with the disposition of that application;
2. records of registration in particular terms, years or semesters;*
3. records of courses attempted and the results of those attempts;*
4. status of the student at the end of each term for which the student was registered;*
5. the record of the student's graduation, including the credentials obtained the date awarded;*
6. petitions and appeals filed by the student together with the supporting documents and the decision rendered;

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7. correspondence and reports from faculty or other SIAST personnel relating to the student's progress. These may be any or all of the following: documentation related to Education Equity special measures, medical reports; reports on breach of academic regulation, approval of alterations to academic requirements, etc.;
8. personal information such as birthdate, change of address, citizenship status, name, previous name(s), etc.;
9. academic advisement records or other notes made by faculty regarding the student or staff in the conduct of institutional business with the student.

2. Definition of the Permanent Student Record

There are elements of the Student Record which must be treated as temporary, this is, they will be removed from the record system after five years following completion of the latest enrolment.

There are also portions of the Student Record which must be treated as permanent; these are flagged above by an "*" at the end of the line. Summarized into categories, these permanent parts of the record will be:

1. records of registration in particular terms, years or semesters;
2. records of courses attempted and the results of those attempts;
3. status of the student at the end of each term for which the student was registered;
4. the record of the student's graduation including the credentials obtained and the date awarded;
5. personal information such as birthdate, change of address, citizenship status, name, previous name(s) etc.;
6. registration and enrolment data such as enrolment periods, courses, marks and grade modifications;
7. graduation information;
8. and other transcript data.

3. Definition of the Transcript

Elements of a Transcript:

1. student's full legal name;
2. I.D. number;
3. term, session or semester and year;

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4. institute, division, program and major;
5. course code;
6. course name;
7. credit hours;
8. grade;
9. statistical summary at the end of each registration period, showing semester weighted average, cumulative weighted average and weighted grade points;
10. overall status at the end of a given registration period showing eligibility to proceed, probation status, academic suspensions, required withdrawal, eligibility to graduate, etc.
11. date(s) of graduation and document(s) received identifying the program and major at the point of graduation;
12. name and address of the institute;
13. production date of the transcript;
14. page numbers on the transcript;
15. end of data identification lines;
16. a legend which explains all codes employed within the transcript.

4. Responsibility for the Student Record

The Registrar's office is responsible for the collection and maintenance of all student record data related to the processing of student admissions; registration in courses; the processing and recording of transfer credits; the issue of transcripts, diplomas and certificates; the assessment, billing and collection of fees and the release of all information related to these components of the record.

5. Retention of Student Record Data

Under the parameters created by the SIAST definition of a student record, the retention period for the three stages of the student record will be:

1. Application documents for applicants who are not admitted as students - one year
2. Student record documents - five years
Student petitions and appeals - ten years
3. Permanent student record documents - permanent retention

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