



STUDENT RECORDS POLICY

1.0 GUIDING PRINCIPLE

The New Brunswick College of Craft and Design (College) has established standards for the management of Student Records.

2.0 POLICY STATEMENT

The College maintains Student Records by:

- i. Having minimum content standards;
- ii. Holding Active Student Records;
- iii. Maintaining confidentiality of Student Record by adhering to Right to Information and Protection of Privacy Act, and Personal Information Protection and Electronic Documents Act;
- iv. Providing students with access to their records;
- v. Purging Inactive Student Records; and
- vi. Ensuring archived records are retained in accordance with the Records Retention and Disposition Schedule. For more information refer to the Document Management Policy.

3.0 DEFINITIONS

Academic Dismissal

The final step in a progressive discipline process by which a student is permanently removed from College programming and activities.

Academic Warning

An official document that informs students of the concern for students' academic standing and offers recommendations.

Active Student Record

Record for a student enrolled in a course or program.

Inactive Student Record

Record for a student who is no longer enrolled in a course or program.

Individual Learning Plan (ILP)

A plan established through academic advising of an approved path to reach a specific learning goal, that must be approved by the Registrar's office.

Learning Contract

A contract between the student and the College that stipulates the conditions a student must meet to continue in their program.

Student Record

Required documents to have on file for a student.

4.0 PURPOSE

The purpose of this procedure is to ensure that all Student Records contain established minimum content and are securely maintained.

5.0 SCOPE

The scope of this procedure begins upon students' initial application/enrolment to the College and ends with the storage of an Inactive Student Record.

6.0 WORKFLOW

The College maintains both Active Student Records and Inactive Student Records.

6.1 Active Student Record

- i. Under the authority of the Registrar, An Active Student Record is maintained electronically in a secured file in the O Drive.
- ii. The following student documents are maintained electronically in a secured file in the Student Information System:
 - Application Form;
 - Student Registration Form; and

- Consent for Disclosure of Personal Information Form.
- iii. If applicable, the Active Student Record must also contain:
- Academic Probation;
 - Academic Warnings;
 - Correspondence;
 - Course Change Form (Drop/Add, Withdraw & Audit);
 - Documentation related to appeals and/or dismissal;
 - Inactive Student Record;
 - Incompletes, Reassessment, and Supplemental Assessment forms;
 - Individual Learning Plans (ILP);
 - Learning Contracts;
 - Legal documents;
 - Medical documents;
 - Payment Agreement Form;
 - Program Alteration Form;
 - Suspension/dismissal documents
 - Student Financial Aid documents; and
 - Transcript of Marks at time of program completion.
- iv. Documentation relating to students' disability status and accommodations are maintained confidentially by the Learning Strategist and used for administering student accommodations.
- v. In addition, Active Student Records are kept by Academic Advisors (AA) and Instructors and must be:
- Kept in a secure location;
 - Maintained as confidential information; and
 - Purged at the end of the appeal period. For more information refer to the Student Academic Code of Conduct policy.
- vi. Active Student Records must not be maintained by casual Instructors past the appeal period.
- vii. In exceptional circumstances, an Active Student Record may be transferred to a Studio Coordinator or Academic Dean to be kept and maintained in a secure location for future reference.

6.2 Inactive Student Record

- i. The Inactive Student Records must contain:
- Student Registration Form(s);
 - Transcript of Marks;
 - Consent for Disclosure of Personal Information Form; and
 - Copy of Certification if received.
- ii. If applicable, the Inactive Student Record must also contain:
- Dismissal documentation;

- Documentation that may have legal relevance; and
 - Governor General Award.
- iii. When a student returns to the College, the Inactive Student Record is reactivated.

6.3 Confidentiality

- A Student Record is subject to the [Right to Information and Protection of Privacy Act \(RTIPPA\)](#) and the [Personal Information Protection and Electronic Documentation Act \(PIPEDA\)](#).
- All College staff are required under this legislation to keep any student information, academic or personal, in a secure manner in any areas of the College outside of the Registrar's office.
- All paper files must be disposed of in a confidential disposal unit once a student is no longer registered at the College with the exception of the Inactive Student Record that is maintained by the Registrar.

6.4 Student Record Access

- Access to a Student Record falls under the authority of the Registrar.
- A student has the right to timely and reasonable access to their record.
- Student information will only be released:
 - Directly to the student; or
 - With the written authorization of the student; or
 - As required by the College Leadership, Studio Coordinator (SC) and College Counsellor; or
 - In response to a legal requirement;
 - For general statistical analysis to government agencies.
- Studio Coordinators (SC)/Academic Advisors (AA) have access to:
 - Students' current Transcripts of Marks; and
 - Academic Forms.
- Student access to their student record may be withheld or restricted if payment of fees or return of College material and/or equipment is outstanding. This includes the issuing of certification documents to students upon graduation.

6.5

Removal of Student Records requires approval from the Director.

6.6 Retention of Student Records

- Once the College has purged the inactive Student Records, they will be sent to Post-Secondary Education Training and Labor, Corporate Information Management for storage.
- All inactive Student Records will be stored for seven years from the date the student left the College, with the exception of Transcripts of Marks and diplomas. These are scanned and retained for sixty (60) years.
- If a student returns within seven years, the College will contact Corporate Information Management and have the file returned to the Registrar's Office.

5.0 RELATED POLICIES

[Academic Code of Conduct](#), Student Enrolment, [Transcript of Marks](#)

Policy Custodian: Camila Vásquez