

Retention and Access to Archived Students Records

Name of Policy

January 01st, 2008

Implementation Date

Senior Education Administrator

Position(s) Responsible

January 31st, 2024

Date of Last Revision

Policy on Retention and Access to Archived Student Records

Introduction:

ACE Community College (ACC) has formulated this policy to outline the guidelines for the retention and access to archived student records at the College. This policy is applicable to all students enrolled at ACE Community College.

On-Site Student Records Storage:

1.1. Retention Period:

Student records are securely maintained for eight (8) years from the applicable dates:

- ✓ The date the student completes their Program.
- ✓ The date the College receives a Notice of Withdrawal from the student.
- ✓ The date the College provides a Notice of Dismissal to the student.

1.2. Short Course Records:

Records for short courses are retained for three (3) years.

1.3. Required Components of Student Records:

A student record must include, where applicable, the following items:

- ✓ Enrolment contract.
- ✓ Results of any entrance examinations.
- ✓ Evidence of having met admission requirements.
- ✓ Student transcripts.

- ✓ Financial records, including payment details.
- ✓ Student loan documents and any applicable refund.
- ✓ Any applicable student dispute and/or dismissal information.
- ✓ A copy of any applicable study permits.

Record Storage Procedure:

2.1. Document Inclusion:

The student record must encompass all applicable documents mentioned in 1.3, a transcript of marks, and, if issued, a copy of the certificate or diploma.

2.2. Multi-Year Program Extension:

In cases where a student's Program extends beyond one (1) year, the securely stored student record must contain copies of the transcript and student contract for each Program year.

2.3. Program Completion:

Upon the completion of a multi-year Program, the stored record must also include a copy of the certificate or diploma, if issued.

Record Access Procedure:

3.1. Entitlement to Access:

Current and former students are entitled to free and reasonable access to their archived student records. To facilitate access, students must provide written notice to Student Services at least five (5) business days before the intended access date.

3.2. Identification Requirement:

Current and former students are required to produce one (1) piece of photo identification before being granted access to their student records.

3.3. Access Process:

If a student wishes to view their student file, Student Services will be responsible for retrieving the records from the secured storage room. The records will be made available during regular office hours and under supervision.