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Title:	Student Records

GUIDING PRINCIPLE

The New Brunswick Community College - Special Operating Agency (NBCC - SOA), hereafter called the "*Organization*", establishes standards for the management of the Student Record by the Registrar. The scope of this policy encompasses any Student Record, in all format, active and inactive, regardless of where it is housed within the Organization.

POLICY STATEMENT

Student Records fall into one of two categories: *Active Student Record* or *Inactive Student Record*. The Organization has established minimum content standards for each category, however, flexibility must exist to include additional documentation, if deemed necessary.

ACTIVE STUDENT RECORD

An *Active Student Record* is for a student registered in a course or a program. Under the authority of the Registrar, the record is generally housed in the Student Services area and is filed alphabetically, by program and by surname. Once the student ceases to attend the College, the record is purged, and becomes inactive.

Each Active Student Record **must** contain:

- Application Record
- Student Registration Form
- Transcripts relevant to program pre-requisites (If required)

If applicable, the Active Student Record **must** also contain:

- Proof of the student meeting the pre-requisites
- Transcript of marks for students registered in multiple year programs (one program file for all programs is also an acceptable filing method)
- PLAR/Exemption Documents
- Student Financial Aid Documents
- Contract with individual student for Contract Training programs (SPTA-Student Purchase of Training Agreement)
- Conditional Acceptance Documents
- Documentation related to Appeals, Legal Documents
- Proof of medical/immunization/criminal record check requirement
- Program/course changes/withdrawal
- Confidentiality agreements

The College Admissions Service (CAS) manages the admission, selection and acceptance process for most regular programs. For these programs, the Application Record is created and managed at CAS. The Application Record is forwarded to the Campus after the applicant accepts the offer of admission and is expected to register as a student. The Application Record becomes part of the Student Record once the candidate is matriculated. A record for an applicant who is not accepted or who withdraws his application is kept at CAS for one year. After one year, the record is destroyed.

An *Application Record* **may** contain:

- Selection Documents
- Record of Application/Acceptance Correspondence
- Assessment Documents (testing interviews etc.)

INACTIVE STUDENT RECORD

An *Inactive Student Record* is one for a student who ceases to attend the College. It is securely stored at the pertinent Campus, indefinitely.

Each Inactive Student Record **must** contain:

- Student Registration Form
- Transcript of Marks

If applicable, the Inactive Record **must** also contain:

- Documentation that led to the dismissal of the student by the Campus
- Documentation that may have legal relevance

If a student returns to the College, his Inactive Student Record is reactivated.

Confidentiality:

A Student Record contains personal information and is subject to the *Protection of Personal Information Act*. Transcripts or other information about a student will only be released:

- directly to the student;
- with the written authorization of the student;
- in response to a court order or other legal requirement;
- for general statistical analysis to government agencies provided such agencies are covered by laws of confidentiality.

Information released on a student, either verbally or in writing, is limited to the information specified in the Consent for Release of Personal Information Form.

Access:

Access to a Student Record falls under the authority of the Registrar. A student has the right to timely and reasonable access to his record. This access may be withheld or restricted if unpaid fees or return of material is outstanding. Reproducing and/or forwarding all or part of the record will only be carried out at the request of the student. Access by others will be governed by student privacy and generally only upon authorization by the student. Where laws from the government and/or court bear upon the access to records, all attempts will be made to comply with these while still maintaining the best interests of the student. Should a record ever have to leave Campus possession, reproduction of it in its entirety will take place prior to release. Campus staff requesting access to a Student Record must do so through the Registrar and have access to only appropriate records from the file to satisfy their original intent. Any sponsoring agency that requests or requires access to a Student Record must have the student's approval, in writing, on file or on hand when the request is made.

Other than controlled documents listed in the table at the end of this policy, the following reference documents may apply:

- Active Student Record;
- Inactive Student Record;
- Application Record (does not register as student).

SUGGESTION BOX

Your suggestions for improvement to this document and/or its content

CONTROLLED REFERENCE DOCUMENTS

Num	Document Name	Type	Document Custodian	Document Reviewer(s) Stakeholders	Document Approver
02_2172	Consent for Disclosure of Personal Information	Forms/Templates	Director - QSS Branch	NBCC-CCNB Executive Committee	ADM
02_1488	SPTA-Student Purchase of Training Agreement	Forms/Templates	Director - QSS Branch	Educational Managers, Directors of Administration	Director - QSS Branch
02_1934	Student Confidentiality and Professional Practice Agreement	Forms/Templates	Director - QSS Branch	NBCC-CCNB Executive Committee members	ADM

APPROVAL: *by designated authority via the Integrated Document Management System (IDMS)*

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