

STUDENT RECORDS

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

Category:	Student/Academic
Policy Number:	D49
Approval Date:	May 20, 2021
Effective Date:	June 15, 2021
Policy Owner:	Registrar

Objective:

Olds College creates and maintains student academic records necessary to meet administrative and academic needs. We collect, retain, use, disclose, and dispose of all information collected in accordance with relevant College policies and provincial/federal legislation pertaining to access to information and protection of privacy.

If there is a discrepancy between this policy and related procedures and the College's Records Management and Disposition Policy (A19), in relation to student academic records this policy shall take precedence.

Policy:

All student records, in any format, created, received, or maintained by College employees in carrying out, supporting, or otherwise related to their duties or work are the property of the College and are subject to this policy, associated procedures, standards, and associated guidelines. The College will manage all student records and information in compliance with relevant legislation, standards, and best practices, taking reasonable steps to protect the confidentiality and privacy of the information contained in student academic records.

Official Student File and Record

The official student file and official student record are under the custody and control of the Office of the Registrar, which is accountable for the management of these records. Additional records relating to students may also exist in academic areas and in personal information banks elsewhere in the College. These records follow the College's records management and disposition policy as applicable.

Transcript Protection

Official transcripts are produced by the Office of the Registrar. They include appropriate security measures based on the delivery medium (e.g., security paper or digital authentication) and include the Registrar's signature and/or institutional

	<p>seal. Transcripts are ordered using the current methods listed on the Office of the Registrar webpage.</p>
<p>Definitions:</p>	<p>Official Student Transcript: a detailed record of a student’s complete academic history (credit courses) at Olds College that includes an authorized signature. It is issued as a secure document in either security paper or digitally authenticated formats.</p> <p>Unofficial Student Transcript: reflects an academic record at the point produced. It does not include the authorized signature or security features. Grades remain unofficial until authorized with the Registrar’s signature.</p> <p>Co-Curricular Record: is an official document supplemental to the Official Student Transcript and issued by the Office of the Registrar, that records skills and competencies as validated through the completion of approved co-curricular activities.</p> <p>Record: a record is any information in any form, including books, documents, maps, drawings, photographs, letters, memos, vouchers, papers, notes, images, audiovisual recordings, x-rays and any other information that is written, photographed, recorded or stored in any manner, but does not include software (itself) or any mechanism that produces records.</p>
<p>Related Information:</p>	<p>Records Management and Disposition Policy Protection of Privacy Procedure Alberta Freedom of Information and Protection of Privacy (FOIP)</p>
<p>Related Procedures:</p>	<p>Student Records Procedure</p>
<p>Review Period:</p>	<p>3 Years</p>
<p>Revision History:</p>	<p>June 2021: New</p>