

STUDENT RECORD POLICY

This policy is the responsibility of the Registrar and was approved by the Office of the Vice-President Academic on May 23, 2014. This policy is reviewed annually.

POLICY OVERVIEW

This policy outlines the process involved in student record retention.

PRINCIPLES

The principles of natural justice, clarity, and transparency undergird this policy.

SCOPE

The policy applies to all student records in college and seminary.

POLICY STATEMENT

Briercrest College and Seminary retains all academic and financial records indefinitely with an off-site back-up which is maintained and audited regularly.

Documents retained include but are not limited to:

- domestic and international student transcripts;
- contractual arrangements with the school and students;
- admission requirements;
- financial transactions with students;
- documentation regarding program withdrawal or discontinuation of all students;
- financial matters pertaining to all students (payment plan, if any; record of payments made by student to school; record of funds received from third parties);
- records of complaints and/or resolutions; and
- student's letter of acceptance.

If a student wishes to receive a copy of his or her official student file, he or she may submit a signed, written request to the Academic Services office. There will be a \$20 fee for this service. The student can expect to receive copies of the following as part of his or her official student file:

- All transcripts that have been sent to Briercrest from other educational institutions. As copies these would be unofficial transcripts.

- A current Briercrest transcript (unofficial).
- Application (with the exception of confidential references).
- Official correspondence with students (AP, RTD, disciplinary action, emails, etc.).

Not part of the official student record:

- Internal Briercrest communication (notes, emails, etc.), unless it is a copy of an email sent to the student.

PROCEDURES

All records listed above are saved in the student's file in BEAM (Briercrest's information management system).

APPENDIX A

Related Forms/Policies	
Where is this policy published	College Academic Calendar (http://www.briercrest.ca/college/academics/college-calendar/)
Contact Information	Registrar