

OP4500 STUDENT ADMISSION - UNDERGRADUATE PROGRAMS

Records documenting the application and selection process for admission of students to undergraduate programs at the University.

Includes the submission of application material and supporting documentation for determining the eligibility and suitability of students, and the selection of candidates for offers of admission.

Also includes the administration of electronic documentation received from the Ontario Universities' Application Centre (OUAC) for prospective students and transfer students at the undergraduate level.

Used for all undergraduate applications for admission, and admissions to the Bader International Study Centre.

Not used for student registration, see OP4400.

Not used for student admissions to graduate studies, see OP4912.

Not used for student admissions to second entry programs.

Example documents: Electronic documentation received from OUAC, transcripts, personal statements of experience, language proficiency test results, admissions committee notes, responses to offers of admission, surveys, statistical documentation, correspondence.

University Records exist in both physical and electronic formats, such as paper, email or data in a database. Paper records may or may not contain information that is duplicated in an electronic system. For technical reasons the retention assigned to the electronic records may be different from the retention of physical records.

OPR - Executive Director, Undergraduate Admission and Recruitment

(Unless otherwise assigned, see below)

| NO. | TYPE OF RECORD | Active yr(s) | Semi-Active | Dis-position | Personal Info |
|-----|------------------------------|--------------|-------------|--------------|---------------|
| 30 | Candidate Files (Successful) | ET + 0 | 5 | DP/D | PIB |

Records include transcripts, English language proficiency tests, personal info, correspondence and other materials used in assessment.

ET Definition: Student registers at Queen's University.

Disposition Plans: Unsolicited materials will not be used for processing applications. Once received, materials will be destroyed immediately. The rest of the records will be kept according to the above retention.

GLOSSARY

FY = Fiscal Year (May 1 to April 30)

AY = Academic Year (September 1 to August 31)

CY = Calendar Year (January 1 to December 31)

ET = Event Trigger

OPR = Office of Primary Responsibility

DP = Special Disposition Plan

AR = Transfer to Archives

D = Destroy / Delete

PIB = Personal Information Bank

| NO. | TYPE OF RECORD | Active yr(s) | Semi-Active | Dis-position | Personal Info |
|-----|--|--------------|-------------|--------------|---------------|
| 31 | Candidate Files (Unsuccessful and Candidates Who Do Not Register) <i>Records include transcripts, English language proficiency tests, personal info, correspondence and other materials used in assessment</i> <i>ET Definition: Admission decision made.</i> <i>Disposition Plans: Unsolicited materials will not be used for processing applications. Once received, materials will be destroyed immediately. The rest of the records will be kept according to the above retention.</i> | ET + 1 | 0 | DP/D | PIB |
| 40 | Annual Admissions Statistical Data <i>Disposition Plans: All personal information to be removed from annual admissions statistical data report template. Statistics to be digitally archived, then transferred to the Archives at the end of the retention period.</i> | AY + 10 | 0 | DP/AR | YES |

GLOSSARY

FY = Fiscal Year (May 1 to April 30) DP = Special Disposition Plan
 AY = Academic Year (September 1 to August 31) AR = Transfer to Archives
 CY = Calendar Year (January 1 to December 31) D = Destroy / Delete
 ET = Event Trigger PIB = Personal Information Bank
 OPR = Office of Primary Responsibility

OP4500 was approved on 04/03/2015.