

OP4910 STUDENT RECORD - SCHOOL OF GRADUATE STUDIES

Records documenting the monitoring of students' academic progress at the School of Graduate Studies (SGS) of Queen's University.

Includes maintenance of student records.

Not used for departmental graduate student record, see OP4919.

Example documents: academic change forms, program completion forms, correspondence.

Correspondence includes paper, email and other electronic communication.

OPR - Vice-Provost and Dean of Graduate Studies

(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
30	Graduate Student Files	ET + 1	0	D	PIB

Records consist of application files, academic history files, letters of scholarship/awards, academic change forms, change of grade form, documentation of leaves (doctor's notes are kept separately), program completion form, thesis submission form, outcome of academic appeal or academic misconduct, request to withdraw letter and other documentation related to monitoring of a graduate student's academic progress at SGS.

ET Definition: Students complete the program or four years with no activity after students withdraw.

Please note: The Office of the University Registrar (OUR) creates and maintains official student records. Academic units access some student information from the OUR for the purposes of carrying out operational and administrative duties relating to the documentation of academic progress.

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