

OP4912 STUDENT ADMISSIONS - GRADUATE PROGRAMS

Records documenting the admission process of graduate programs at Queen's University.

Includes the administration of student applications for admissions into graduate programs by the School of Graduate Studies (SGS).

Includes the work of admissions committees or individual professors to review and select candidates for recommendations of admission at the graduate faculties, schools, and departments.

Includes both online application and paper-based application.

Not used for admissions to undergraduate programs, see OP4500.

Not used for the graduate student record, see OP4910.

Example documents: Application documentation which may include the following original and/or duplicate copies: application forms, transcripts, language proficiency results, letters of recommendation, statements of interest, writing samples, CVs, course lists, 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	Applications to Graduate Programs	ET + 1	0	DP/D	PIB

Records consist of online application data, transcripts, letters of recommendation, degree / graduation certificates, course lists, test scores (such as GRE, TOFEL), application number, student number.

ET Definition: Admissions decision made by SGS.

Disposition Plans: Once students registered at Queen's University, successful candidates' records to be reclassified as OP4910-30 Graduate Student Files; records of unsuccessful candidates and students who decline offer are to be destroyed after one year.

31	Departmental Admissions Files	ET + 1	0	D	PIB
----	--------------------------------------	--------	---	---	-----

OPR - Department or Academic Unit Head

Records are duplicates of SGS's online application system. Records exist in both paper format and electronic format.

ET Definition: Decisions regarding admission recommendation submitted to SGS.

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