

OP4919 DEPARTMENTAL GRADUATE STUDENT RECORD

Records documenting the monitoring of graduate students' academic progress in an academic department.

Includes maintenance of student records.

Not used for Student Records - School of Graduate Studies, see OP4910.

Example documents: academic history files, program completion forms, 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 - Academic Department Head

(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, supervisor / supervisory appointment forms, academic history files, letters of scholarship/awards, academic change forms, change of grade form, documentation of leaves, program completion form, thesis submission form and other documentation related to monitoring of a graduate student's academic progress at an academic unit.

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

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

OP4919 was approved on 07/11/2012.