

OP4950 FACULTY OF LAW STUDENT RECORD

Records documenting the academic progress of students in Faculty of Law.

Records include application processes; the administration of the record held in the faculty office; appeals or sanctions for academic misconduct, decisions regarding academic relief or requirement to withdraw by the Academic Standing and Policies Committee; tracking of graduation, deferral and withdrawal processes.

Used for students files of Juris Doctor (JD) programs and combined J.D. programs, such as the Master of Public Administration/J.D., the Master of Industrial Relations/J.D., the Master of Arts (Economics)/J.D. and the J.D.-Master of Business Administration, Master of Laws (LL.M.) and Doctorate in Law (Ph.D.) Also used for files of exchange student of combined Civil Law-Common Law degree programs.

Example documents: applications, transcripts from other institutions, academic records, 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 - Assistant Dean of Students, Faculty of Law

(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
30	Law Professional Degree Student Files	ET + 10	65	DP/AR	PIB

Records consist of application files, academic history (e.g. undergraduate and graduate transcripts filed to support application for admission, exchange transcripts or letter of permission transcripts), letters of scholarship/awards, academic change forms, change of grade forms or memos, documentation pertaining to academic relief and/or requirement to withdraw granted by the Academic Standing and Policies Committee, outcome of academic appeal or academic misconduct, and other documentation related to monitoring of a students' academic progress through their degree program(s).

ET Definition: Students complete the program or two years pass with no activity after student withdraws from the program.

Disposition Plans: At the end of the retention, archival records are to be transferred to the Archives. The rest of the files are to be destroyed. The following records are designated as archival: biographical info, transcripts, records of academic or non-academic discipline, previous education, certificate of completion or equivalent.

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