

**OP4200 FACULTY OFFICE UNDERGRADUATE STUDENT RECORD - FACULTY OF ARTS AND SCIENCE**

Records documenting the monitoring of undergraduate students' academic progress and the administration of the faculty office student files at Faculty of Arts and Science.

Includes academic advising, tracking marks, credits and transfer credits, evaluation of academic performance, administration of appeal process, and administration of academic discipline.

Not used for Student Record - Office of the University Registrar. See OP4100.

Not used for Student Academic Discipline. See OP5600.

Not used for Non-Academic Student Discipline. See OP5700.

Not used for departmental student files. See OP4210.

Example documents: correspondence.

*Correspondence includes paper, email and other electronic communication.*

**OPR - Dean of Faculty of Arts and Science**

*(Unless otherwise assigned, see below)*

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
30	<b>Academic Progress</b>	ET + 1	0	D	PIB
	<i>Records include copies of transfer credit, letter of permission, record of studying abroad, performance evaluations, examination results, mid-term marks, narrative evaluations, mark sheets, academic appeals, changes to course registration, adding and dropping courses, special requests to the Associate Dean of Studies, and changes of degree program.</i>				
	<i>Notes: At any time, Associate Dean of Studies can reclassify a student's academic progress file to OP4200-31 Sanctioned Student Files</i>				
	<i>ET Definition: Student graduates or four years without any activity since last registration date.</i>				
31	<b>Sanctioned Student Files</b>	ET + 0	0	D	PIB
	<i>Used for student academic progress files, which contain academic sanctions and/or academic appeals. The file may be destroyed before the event trigger at the discretion of the Associate Dean (Studies).</i>				
	<i>ET Definition: 10 years following date of student graduation, last registration or expiry of any requirement to withdraw, whichever is latest.</i>				

**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

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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.

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