

## OP4210 DEPARTMENTAL UNDERGRADUATE STUDENT RECORD

Records documenting the monitoring of undergraduate students' academic progress and the administration of the departmental undergraduate student files.

Includes pre-registration, academic advising, tracking marks, credits and transfer credits, waivers, verification of illness, incomplete grade requests, awards, withdrawals, re-admissions, 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 faculty office student files. See OP4200.

Not used for Student Issue and Complaint Resolution. See OP5600.

Not used for Student Discipline. See OP5700.

Example documents: correspondence.

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

### OPR - Academic Department Head

*(Unless otherwise assigned, see below)*

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

*Records consist of the departmental student file including marks, transcripts, credit transfers, contact information, material relating to discipline*

*ET Definition: Student graduates or four years with no activity on file.*

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

OP4210 was approved on 15/12/2011.