

OP5800 AWARDING OF DEGREES

Records documenting the administration of the awarding of degrees to eligible students at the University by the Office of the University Registrar.

Includes the administration of student applications to graduate and the organization of degree lists received from faculties, editing information on the degree lists.

Also includes the administration of diploma replacement, and requests from previous graduates to attend a ceremony.

Also includes records pertaining to the awarding of degrees from the Senate Committee on Academic Procedures.

Used for sub-committees and ad hoc working groups formed under the auspices of Senate Academic Procedures Committee.

Not used for organization of convocation ceremonies by the University Registrar. See AD1300-30. Not used for the compiling of preliminary degree lists by faculties.

Example documents: final degree list approved by Senate Academic Procedures Committee, diploma replacement request forms, correspondence etc.

Correspondence includes paper, email and other electronic communication.

OPR - University Registrar

(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
10	Senate Academic Procedures Committee - Chair	AY + 5	0	DP/AR	NO
	OPR - Chair of Committee and University Secretariat				
	<i>Records consist of the documentation of the work of the committee and its reports and recommendations to the Senate.</i>				
	<i>Disposition Plans: At the end of the academic year, the approved minutes, final agendas, final degree lists and all other records are to be transferred by the Chair (as joint Officer of Primary Responsibility for the committee records) to the University Secretariat. The records are then held by the Secretariat for the rest of the active and semi-active periods; at the end of the retention period (five years) records are transferred by Secretariat staff to Archives.</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

OP5800 was approved on 08/01/2007.

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
11	Senate Academic Procedures Committee - Members' Participation Files OPR - Chair of Committee and University Secretariat <i>Records consist of mostly of duplicate agendas, minutes and other documentation of the deliberations of the Committee; however files may also contain record material.</i> <i>ET Definition: Members complete their term.</i> <i>Disposition Plans: Members of the committee to transfer all record to the University Secretariat and destroy all duplicate material at (or before) the end of their term.</i> <i>Duplicate material consists of copies of agendas, minutes and other documentation kept for convenience and only needed for participation in the deliberations of the Committee. However, members participation may result in some record consisting of original material (including all documented notes in any media or format) created as a result of their own individual activity as part of the work of the committee.</i>	ET + 0	0	DP/D	NO
31	Final Degree List <i>Records include final degree lists approved by Faculty Boards, correspondence between Faculty Boards and Registrar Office, final degree lists approved by Senate Committee on Academic Procedures.</i> <i>ET Definition: Convocation session complete.</i> <i>Disposition Plans: Final degree lists approved by Senate Committee on Academic Procedures will be transferred to the archives on a regular basis decided by the registrar office and the archives. Other records to be destroyed at the end of the retention period.</i>	ET + 1	2	DP/AR	PIB
34	Diploma Replacement <i>Records consist of Diploma Replacement Request forms.</i>	AY + 1	0	D	NO
35	Requests to Attend a Future Convocation Ceremony	AY + 1	0	D	YES

These records consist of both paper case files and database records. The paper case files may or may not contain material/ information that is duplicated in the electronic system. For technical reasons the retention assigned to the electronic record may be different from the retention of hard copies.

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