



FILING GUIDELINES FOR STUDENT RECORDS

Category	Type	Student file	Admin. file	Notes
Academic appeals	A record of the appeal process includes but is not limited to: <ul style="list-style-type: none"> • Student’s written complaint • Dean/College Principal/ Director’s or Chair’s written acknowledgement of a student’s written complaint 		✓	When a student lodges a formal appeal against an academic assessment, all the documentation relating to that student’s assessment, including mark sheets, annotated examination scripts and minutes of departmental meetings must be retrieved from the examination and other assessment records and placed on the appeal file
	<ul style="list-style-type: none"> • Written letters of decision and outcome 	✓	✓	Copies of written letters decision and outcome can be placed on Student file The administration file is linked by the student’s SID to the student file
Academic dishonesty	Documentation of allegations and investigations		✓	Appendix 3.1.3 of the <i>Academic Board Policy: Academic Dishonesty & Plagiarism</i> requires accurate record-keeping be applied throughout the process
	A copy of the Written Warning letter*		✓	*See Section 4.4.5(c) of the <i>Academic Board Policy: Academic Dishonesty & Plagiarism</i> The nominated academic or the examiner must forward a copy of the Written Warning letter to the Registrar’s Office

International students	Records include: <ul style="list-style-type: none">• Admission application• Copies of academic transcripts from other secondary & tertiary institutions• Copies of passports & visa• Correspondence with the University regarding admission application• Language test results (IELTS or TOEFL)• Letters & conditions of admission offer• Requests for financial assistance• Scholarship application	✓		
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Filing Guidelines for Student Records

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Plagiarism	Documentation of allegations and investigations		✓	Appendix 3.1.3 of the <i>Academic Board Policy: Academic Dishonesty & Plagiarism</i> requires accurate record-keeping be applied throughout the process
	A copy of the Written Warning letter*		✓	*See Section 4.3.3(c) of the <i>Academic Board Policy: Academic Dishonesty & Plagiarism</i> The nominated academic or the examiner must forward a copy of the Written Warning letter to the Registrar's Office
Practicum / placement	Student placements, including practicum logbooks with supervisors reports and observations		✓	Ask Records Management to mass create practicum files for students
Show cause	Show cause notification letter to student	✓		Section 4.1.3 of the <i>Identifying and Supporting Students Risk</i> policy & procedure states that faculties must keep appropriate records
	Progression profile*		✓	*See Section 2.4 of the <i>Identifying and Supporting Students Risk</i> policy & procedure Note: For privacy reasons, an administration file is preferred for these documents – not a student file – as stated in the policy
	Letter confirming exclusion	✓	✓	
	Exclusion re-admission	✓		
	Request for a transcript of academic record & copies of academic transcripts		✓	Do not place the request on the student's file
Special consideration	Special consideration request and approval documents and medical certificates		✓	
Student assistance	Financial assistance e.g. bursaries, prizes, not student loans handled by Student Services		✓	
	Documentation of provision of other assistance services provided by Student Services		✓	Link administration file to the student's file using the student's SID

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Student candidature	Documented interactions with students about: <ul style="list-style-type: none"> • courses • subjects • difficulties the student encounters • assignments and assessment 	✓		
	Documentation of assessment action which is additional to the comments on assignments handed back to students, examination scripts or results processing	✓		
	Applications for credit or cross institutional study	✓		
	Re-enrolment	✓		
	Scholarship payment authority forms		✓	
	Study deferral requests and approval	✓		
	Exclusion re-admission	✓		
	Copies of the section of the academic committee minutes which relate to the individual student's academic progression	✓		Block out third party names and references
	Records detailing consultations and other meetings between supervisors and postgraduate research students	✓		
	Records of research and postgraduate students including: <ul style="list-style-type: none"> • Application forms • Correspondence to and from the student • Higher degree candidature annual progress reports • Meetings between the student and supervisor • Thesis examination including examiners' reports 	✓		
	Change of address			Entry into FlexSIS is adequate
	Change of name (stored separately)			Entry into FlexSIS is adequate

Revised: May 2014