

STUDENT ACADEMIC RECORD

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

Category:	A. Academic
Parent Policy:	A09
Approval Date:	June 25, 2025
Effective Date:	June 25, 2025
Procedure Owner:	Registrar & Director, Student Services

Overview:	<p>The creation, management and retention of student academic records at Olds College of Agriculture & Technology (the "College") are the responsibility of the Office of the Registrar.</p> <ul style="list-style-type: none"> • The Office of the Registrar is the official source of truth for all student academic and registration data, and is responsible for ensuring the accuracy, consistency, and integrity of these records across institutional and external processes. • The Registrar has the responsibility and authority to grant or deny access to student records. All matters pertaining to the interpretation of this procedure should be referred to the Registrar.
Procedures:	<p>Student Records Retention Student records are maintained by the Office of the Registrar for a period of four years after final activity (withdrawal, completion, or graduation).</p> <p>Information of a permanent nature is captured on the electronic record and includes transcript information, final grades, withdrawal information, anecdotal information, and in some instances, Work Integrated Learning (WIL) and Academic Integrity documentation.</p> <p>Records related to the disqualification of students from further registration in courses due to any academic misconduct, or when their academic performance fails to meet the minimum standards of the College will be held permanently.</p> <p>Student Records Disposition No records should be destroyed or erased prior to the minimum retention period (four years). Paper records can be recycled (if confidential and/or personal information is not evident); shredding of most documents is recommended before disposal. Records on electronic media are deleted through a specific action or erased automatically after a specified period of time. Transitory records that contain personal or sensitive information should be deleted or shredded.</p>

Change of Name and Address

Name and address are considered confidential and used only for official College business. Having students' legal and preferred name, address, and contact information on file with the College is critical to effective College communications.

1. Change of Name

a. All name changes must be submitted in writing and accompanied by at least one of the following official government-issued identification forms:

- i. marriage/name change certificate
- ii. valid driver's license
- iii. passport
- iv. citizenship documentation
- v. Note: only a current ID document or card will be recognized as valid. An expired ID document or card will not be accepted

b. A student's legal first name must appear on official College documents, such as:

- i. official transcripts
- ii. co-curricular record
- iii. parchment/convocation documents
- iv. tax forms
- v. financial aid and scholarship documents
- vi. confirmation of registration

2. Change of Address

a. Students may change their address and telephone number by:

- i. using the self-serve option on MyOldsCollege
- ii. communication directly with the Office of the Registrar

Access to Student Records and Disclosure of Information

Personal information is defined in the *Protection of Privacy Act* and *Access to Information Act* as recorded information about an identifiable individual. College staff shall ensure that access to and disclosure of the personal information of students adheres to applicable privacy legislation.

Student Confirmation and Verification Processes

All student confirmation and verification of registration/enrolment processes shall be coordinated and completed by the Office of the Registrar. These processes are subject to the College's policies and procedures related to enrolment and academic records management. These processes are typically student initiated providing the appropriate consent to provide information related to confirmation and verification processes.

This includes, but is not limited to:

- Confirmation of registration for financial purposes such as student loans, financial aid, and Registered Education Savings Plans (RESPs).
- Verification of student-athlete eligibility and participation based on academic standing and registration status.
- Confirmation of enrolment for external reporting, funding, or compliance purposes.
- Attendance reporting or validation where required for academic, regulatory, or program-specific needs.

As part of these processes Olds College may disclose the necessary information

to provide student confirmation and verification which may include but not limited to:

- Confirmation of registration within a term.
- Academic standing details including status and GPA.
- Academic record related to their program of study.

Public Access

The following information is not deemed to be an unreasonable invasion of personal privacy under the *Protection of Privacy Act* and *Access to Information Act* and may be released to a third party without consent:

- Name
- Registration confirmation
- Certificate(s)/diploma(s)/other credential(s) awarded from the College
- Name of awards received
- Graduation/completion confirmation including attendance at or participation in a public event or activity related to the institution (e.g., graduation, awards ceremony or cultural event)
- Personal information that exists in other public forums

Except as specified, all other information will be disclosed with a completed Consent to Release Information Form.

Student Access

Students have the right to inspect all information contained in their academic record and can review personal information under supervision. The right of access does not allow the right to remove, change or destroy information.

Students have the right to request that erroneous information contained in their record be corrected and that recipients of any information found to be in error be advised of the correction.

Upon completion of the Transcript Request Form, eligible individuals, who have no outstanding financial obligations to the College, may obtain an official transcript issued as a secure document.

Staff Access

Faculty and staff of the College may be given access to information contained in student records provided the information is necessary to perform official duties.

Legally Mandated Access

Specified records, or portions thereof, may be provided to persons or agencies pursuant to:

- A court order, summons or subpoena directing the College to release information.
- An enactment of Alberta or Canada that authorizes or requires the disclosure (e.g., reports to Statistics Canada).
- Requirements of professional licensing and certification bodies.

Emergency Access

In an emergency situation involving the health and safety of an individual, or in compassionate situations, the Registrar, or a Vice President of the College may authorize the release of information if they consider it to be in the student's best interest. In most cases, and where possible, third party contact information will be taken and relayed to the student immediately for follow-up by the student.

Definitions:

Disposition: Refers to the destruction or erasure of records.

Legal Name: The name that appears on legal documents such as a birth certificate or passport.

Preferred Name: The name by which one chooses to identify within the College community and may differ from an official/legal name.

Transitory Records: Records that are short-term, immediate or of no value to the organization.

Related Information:

Access to Information Act
Protection of Privacy Act
I10 Registration, Payments & Refunds Procedure
[Consent to Release Information Form](#)
[Transcript Request Form](#)

Review Period:

3 years

Revision History:

New: June 2021
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