

SECTION: Office of the Registrar & Student Enrolment	TITLE: ACCESS TO STUDENT ACADEMIC RECORDS		
APPROVED BY: ELT	DATE: REV:	July 12, 2007	

***Commentary***

The Michener Institute for Applied Health Sciences (Michener) uses IQ. Web, this is an interactive web-based software that allows students to access information including grades, unofficial transcripts, and student account information.

IQ.Web is designed to provide students, faculty, administrators and other members of an educational institution's learning community with "anytime, anywhere" access to information services. IQ.Web leverages the information management capabilities of the SCT PowerCAMPUS administrative software system. The basic IQ.Web system includes certain user roles and associated capabilities. The student role allows active students to develop an academic plan, register and pay for classes, review transcripts and grades, and interact with faculty, advisors and other students.

***Policy***

Student academic records always remain in the custody of the Office of the Registrar and are not to be removed from the property of Michener. Names, addresses and telephone numbers of students and alumni may be provided to organizations recognized by Michener only when all of the following conditions are met:

1. The name and address information is not released to a third party or used for commercial purposes;
2. The information is used only for the specific purpose agreed to;
3. The information is intended to provide information about Michener and is not primarily advertisements for non-Michener recognized organizations and;
4. The student has provided Michener with a signed release form.

***Procedure***

*Access by a Student*

A student may examine and/or have copies made of his/her academic record, with the exception of documents provided on the understanding of confidentiality.

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Upon receipt of a written request received by the Office of the Registrar a student may review their academic record within three (3) days of the Office of the Registrar receiving that request.

The Statutory Powers Procedure Act (of Ontario), 1971, requires that, "where good character, propriety of conduct or competence of a party is an issue in any proceedings in a tribunal to which the Act applies (such as Academic Appeals), the party is entitled to be furnished with reasonable information pertaining to the allegations prior to the hearing."

IQ Web may be accessed at <https://iqweb.michener.ca/Default.asp>.

Access by Former Students

A former Michener student may examine and have copies made of his/her academic record, with the exception of documents provided on the understanding of confidentiality.

A former student's request to examine any part of his/her academic record must be made in writing to the Registrar. A response will be made within 10 working days of receipt of the written request.

Access by Michener Staff

Michener staff will have access to relevant portions of a student's academic record only for the purpose of performing their legitimate duties.

Staff members requesting access to a student's academic record for the purpose of conducting research must comply with Michener's research policies and protocols and shall not have access to student's name, address and phone number without the student's written consent.

Access by Others

Information of a statistical nature officially required by provincial and/or federal governments and their agencies shall be given freely to those agencies, but those

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statistical requests that are not deemed compulsory by law will only be provided at the discretion of the Registrar.

Agencies engaged on behalf of Michener (such as collection agencies) may have access to relevant portions of the student's academic record.

Accessing IQ Web

Students who are enrolled in Programs of Study are set up with an IQ Web user ID and a password once they are registered into their course of study.

Students who lock their accounts should contact the Information Management (IM) Helpdesk.

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