

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

Commentary

An academic record refers to all information, regardless of the medium or format, pertaining to a student’s application for admission and their academic performance through to graduation.

Policy

The academic record of a student is the property of The Michener Institute for Applied Health Sciences (Michener). A student’s right to privacy is relative to his/her academic record and will be enforced by the Registrar and by all Michener staff. Upon receipt of a written request by the Office of the Registrar a student may review their academic record within three (3) days of receiving that request.

The Office of the Registrar shall maintain in perpetuity the student’s Academic Record. The program shall maintain narrative information regarding the student’s clinical and didactic performance, examinations and other evaluations.

From time to time the students’ paper file may be transferred to another storage medium for ease of filing and retrieval.

Procedure

Centralized in the Office of the Registrar, academic records contain the following information:

- Personal information including name, address, social insurance number, student number, and citizenship necessary to the administration of the official student academic record
- Information used as the basis for a student’s admission
- Registration and enrolment information
- Results of appeals filed by a student
- Medical information relevant to the student’s performance that has been provided with the consent of the student
- Letters of reference which may or may not have been provided on the understanding of confidentiality
- Record of “Consent to Release Information”

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

- Transcript of Academic Research

Maintained in the Program Area (for 1 (one) year beyond the year of graduation)

- Examinations, clinical records, and other evaluations
- Narrative evaluations of performance
- Final results for each course