

 <b>ASSINIBOINE COMMUNITY COLLEGE</b>	# Pages	Number
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<b>Policies and Procedures</b>	Originator Vice-President, Academic	
Title <b>Handling of Student Information and Student Records</b>	Effective Date  July 1, 2003	Replaces  A22 update

**Purpose:**

To ensure student records are handled in an appropriate manner.

**Policy:**

The college considers all student record information as confidential. The Admissions and Registration Department, the office of record, will maintain this information in a secure environment. Student records consist of all data submitted in support of a student's admission to the college, to which is added his or her academic record achieved while at Assiniboine. This includes all formal correspondence such as notices of probation and/or suspension, academic and disciplinary appeals' results and recommendations, as well as supporting documentation.

**Procedure:**

- Student information may be disclosed to other educational institutions, government departments, co-sponsoring organizations, and Assiniboine Community College Students' Association.
- Upon graduation, the student's name, address, and credential information will be provided to and maintained by College Advancement and External Relations, including the Alumni Association, in order to assist the college's advancement and development efforts.
- Information regarding graduation and awards may be made public.
- Application data may also be used to conduct research into college enrollment and related statistic profiling and reporting activities.
- Upon written request, a student may access his or her file from the Admissions and Registration Department.

\_\_\_\_\_ Date

\_\_\_\_\_ President