



ST6600: Students – Faculty and Department Student Records		
University of British Columbia RECORDS SCHEDULE		Schedule Number: ST6600
Primary Title: Faculty and Department Student Records		Office of Primary Responsibility (OPR): UBCV: Graduate and Post Doctoral Studies; Arts Academic Advising; Science Advising; Faculty of Arts and Science; Academic Departments UBCO: College of Graduate Studies; Faculties; Academic Departments
<p>Records documenting student admissions, academic progress and the administration of student files in the faculties and departments. Includes application records, tracking marks, credits and transfer credits, evaluation of academic performance including letters detailing academic probation, failed year, and the administration of the appeal process.</p> <ul style="list-style-type: none"> • For the permanent student record see ST6700 Students – Learner Management • For academic advising see ST6500: Students - Academic Advising • For academic misconduct see ST6750: Students – Misconduct • See also UG8050-20: University Governance – Academic Governance – Senate – Committees 		
Vital: No		PIB: Yes
Authority: Academic standing appeal procedures UBC Senate Rules and procedures of Senate: Disciplinary appeal procedures; Academic standing appeal procedures Association Of Registrars Of The Universities And Colleges Of Canada		Date Approved: 20220906
Secondary No.	Secondary Title	Retention, Destruction & Disposition
01	Policies and Procedures	EV+5Y, FR EV=when record is superseded or obsolete FR=UA will fully retain records from this series
05	General	EV+5Y, D EV=when record is superseded or obsolete



10	Academic Appeals Records supporting academic sanctions such as academic probation, failed year and/or academic appeals process.	AY+5Y, D D= Letters are duplicated in OAMS therefore can be destroyed here. Note: This retention will be reviewed once Workday Student is operational.
12	Academic Progress (Student Docket) Case files include undergraduate, graduate and post-graduate students.	EV+5Y, D EV=At last registration
15	Applicants (successful) Applicants (unsuccessful, deferred, who did not apply, or who did not register)	Successful candidates records form part of student docket above (-12) CY+2Y, D
20	Committees (e.g. Arts Academic Appeals committee)	AY+5Y, D
45	Issues	AY+5Y, D
60	Reports	CY+5Y, SR SR=UA will selectively retain records from this series
<p>Acronym Key. AY = Academic Year; CY=Calendar Year; D=Destroy; EV=Event; FY=Fiscal Year; FR=Full Retention by University Archives unless otherwise noted; OPR=Office or Department responsible for <i>source of truth</i> records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year</p>		