

Student Records Management and Retention Policy

Calgary College of Traditional Chinese Medicine and Acupuncture

updated on Feb 1st, 2024

The Student Records Management and Retention Policy at the Calgary College of Traditional Chinese Medicine and Acupuncture (the College) has been developed based on the Student Record Regulation of Alberta Regulation 166/2018, as well as the Freedom of Information and Protection of Privacy Act. The decision to retain records implies a commitment to maintain the records in a safe and secure manner.

All Student Records are maintained and retained in the locked cabinet at the College office during the student’s presence at the College and in the locked storeroom after the last attendance of the College. The only staff who can access those student records are the President and Office Manager of the College, as well as the designated person of the College.

After the student leaves the College, the College will retain records of the student, as shown in the summary below. If there are externally regulated guidelines for Student Records Retention (for example, CAA, HBD, and Alberta Advanced Education) that require longer retention, these external guidelines override the internal policy of the College.

STUDENT RECORDS RETENTION SCHEDULE	The College Office Retention	Disposition	Comments
Admissions			
Application to Admission Form, Accepted	Permanent	N/A	
Application to Admission, Denied or Withdrawn	1 year after Application Term	Shred	
Transcripts (High School and College), medical records, test scores and other documents relevant to Admissions	10 years after last attendance	Shred	
Acceptance Letters	10 years after last attendance	Shred	
Registration			
Alberta Student Enrollment Contract	10 years after last attendance	Shred	
Change of courses form	10 years after last attendance	Shred	
Drop/Withdrawal form	3 years after last attendance	Shred	
Other Records			
Transcript requests	1 year after request	Shred	
Transcripts	Permanent	N/A	
Diplomas	Permanent	N/A	

Records on discipline, behaviour, academic dishonesty	3 years after being issued	N/A	
Final exams paper	1 year after the exam was written	Shred	

Notes:

Some documents from other countries may be originals and, therefore, difficult or impossible for the applicant to replace. The records custodian may want to return these documents to the applicant rather than destroy them.

If an exam is used as evidence in a grade appeal or some other dispute resolution procedure, it must be kept for one year from the date on which a grade appeal is finally decided/resolved. If an instructor is no longer employed during that period, these records should be forwarded to the campus student services office and held for the required time period.