

Student Records Policy

Definitions:

Student – As used in this policy means any person registered at Professional Institute of Massage Therapy for full-time or part-time study in a program that leads to a post-secondary diploma or certificate of the College.

Alumnus or alumna – As used in this policy means any person who has received a post-secondary diploma or certificate from the College.

Former student – As used in this policy means any person who is not a student or an alumnus or alumna who has been registered at the College in a program and is no longer registered at the College.

Official student academic record– The official student academic record refers to information relating to a student's admission to and academic performance at the College including, but not limited to:

- Personal information such as name, student number, citizenship, identifying number.
- Registration and enrolment information.
- Results for each course and academic period.
- Narrative evaluations of a student's academic performance after his or her admission, used to judge his or her progress through an academic program.
- Basis for a student's admission such as the application for admission and supporting documents.
- Results of petitions and appeals filed by a student.
- Medical information relevant to a student's academic performance which has been furnished at the request or with the consent of the student.
- Letters of reference which may or may not have been provided on the understanding that they shall be maintained in confidence.
- Personal and biographical information such as address and telephone number.
- Criminal record checks.

The College has a legal obligation to protect the student's right to privacy and to make judicious use of student data and academic information in its possession as required by the Freedom of Information and Protection of Privacy Act

The purpose of this policy is to ensure that students, alumni, and former students are allowed as great a degree of access to their own academic records as is academically justifiable and administratively feasible. Students' records must be kept confidential and private.

Access to Official Student Academic Records

Access by a Student

A student may examine and have copies made of his or her official student academic record except for those portions of the record which comprise letters of reference, which have been provided or obtained on the expressed or implied understanding that they shall be maintained in confidence. A student may, however, be advised of the identity of the authors of any confidential letters contained in his or her official academic record.

A student's request to examine a part of his or her official student academic record shall be made in writing and shall be complied with by the responsible authorities within the College. Such compliance shall occur within thirty (30) days of receipt of the request, or within such lesser period as determine.

A student has the right to challenge the accuracy of his or her official student academic record up to thirty (30) days after graduation, with the exception of letters of reference, which have been provided or obtained on the expressed or implied understanding that they shall be maintained in confidence, and to have his or her official student academic record supplemented with comments so long as the sources of such comments are identified and the official student academic record remains securely within the custody of the academic division. Reference to such comments does not appear on reports such as transcripts or statements of results.

Access by Alumni and Former Students

An alumnus or alumna or a former student may examine and have copies made of his or her academic record as defined in this policy.

A request from an alumnus or alumna or a former student to examine the portion of the official student academic record shall be made in writing and shall be complied with by the responsible authorities within the College. Such compliance shall occur within ninety (90) days of receipt of the request, or within such lesser period as determine.

An alumnus or alumna or a former student shall have the right to challenge the accuracy of his or her official student academic record only under such terms and conditions as the academic division may determine and publish in the divisional calendar.

Note: Only items kept on file after the date of graduation are those documents outlined in the PCC act and in accordance with the PCC, they're only kept on site for a period of three (7) years following the Last Day of Attendance.

Members of the teaching and administrative staff of the College and members of official College committees shall have access to relevant portions of an official student academic record for purposes related to the performance of their duties. A staff member requesting information must have a legitimate need to have the requested information for the effective functioning of his or her position or office.

Access to medical information shall be granted to members of the teaching and administrative staff only with the prior expressed or implied consent of the student and, if applicable, in the case of a medical assessment, the originator (e.g., physician) of such.

Access by College Organizations

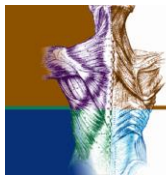
Recognized organizations in the College shall have access to a student's registration and enrollment information as well as to the address and telephone number of students named by that organization for the legitimate internal use of that organization.

Names and addresses of students will also be provided to recognized college organizations for the purpose of distributing information when all the following conditions are met:

- The name and address information are not released to a third party.
- The name and address information are not used for commercial purposes.
- The information to be distributed is intended to provide information about the College and is not primarily advertisements for non-College organizations; and
- The campus organization agrees to use the name and address information only for the specific purpose for which it was provided.

Access by others

By the act of registration, a student gives implicit consent for a minimal amount of information to be made freely available to all enquirers:



- The academic division(s), college program(s) and the session(s) in which a student is or has been registered.
- College degree(s), diploma(s) received and date(s) of graduation.
- General statistical material drawn from academic records not disclosing the identities of students, alumni and former students may be released for research and informational purposes authorized by the College by the academic division maintaining these records.
- If a student, alumnus or alumna, or a former student is deceased, the executors of his or her estate shall have access to the official student academic record under the same terms as would the individual if he or she were still living.
- If a third party is used to collect outstanding debt.

Refusal of Access to Official Student Academic Records

The College reserves the right to withhold access to the statements of results and transcripts of students, alumni and former students who have outstanding debts or obligations to the College. The College may also choose not to release the official diploma to such persons or to provide written or oral certifications on their behalf.

Custody and Retention of Official Student Academic Records

Academic records of students are normally under the custodial responsibility of The College Administrator. These files are kept in a locked filing cabinet in a locked office.

Students shall be informed of the College's policy and divisional procedures with respect to their official student academic records. Academic and administrative offices which handle student academic records and campus organizations shall develop administrative procedures in support of this policy. Academic records shall be always kept under appropriate security.