



BOUCHER INSTITUTE
of Naturopathic Medicine

BOUCHER INSTITUTE POLICY

Policy Title: Student Records Policy

Previous Title: Student Records, Retrieval and Archiving Policy

Date of Initial Board Approval: June 4, 2007

Date of Last Approved Revision: October 18, 2017

Person(s) Responsible for Implementation & Adherence: Dean of Student Services, Admissions Officer, Registrar

Related Policies: Privacy Policy

Related Procedures:

RECORDS

The Boucher Institute uses adequate student information system software to maintain and manage student records, allowing for accuracy, efficiency, confidentiality, accessibility and future growth. All student information is managed in accordance with the BC Privacy Act and the BC Personal Information Protection Act.

Student records contain at a minimum, and as required by the Ministry of Advanced Education, the following:

- Application information, including post-secondary transcripts and results of any entrance examinations or assessments, which provide the basis for acceptance to our naturopathic program;
- Enrolment contracts
- Financial records
- Attendance records
- Grade reports
- Prior learning assessments
- Student dispute, complaint or grade appeal
- Dismissal information
- Letter of acceptance and copy of a study permit for international students

Student transcripts contain at a minimum all information dictated by relevant accrediting and licensing bodies (i.e. PTIB, CNME, CNPBC, Ministry of Advanced Education) and according to standard higher education recording practices. Transcript format and content is reviewed and updated to meet any changes in standards or requirements at least annually.

The Institute ensures the confidentiality and security of student records, as well as the certification of the authenticity and accuracy of student transcripts for both electronic records available to students as well as official transcripts forwarded to other institutions on the student's behalf.

ARCHIVING & STORAGE

Archived records are stored by student name and ID number. Student records are kept in the Registrar's Office, backed up onto the server and updated as required once per month.

An electronic copy of student contracts, transcripts and diplomas (if any) is uploaded to a government-approved third-party vendor.

1. Student records are maintained in their entirety for a minimum of 8 years from the time that the student graduates, withdraws or is dismissed from the program.
2. After 8 years, records will be reduced to include only the student contracts, transcripts, and diploma, and may only be electronic.
3. A copy of final transcript, diploma (for graduates) and contracts will be retained for a period of not less than 55 years with the third-party vendor.

RETRIEVAL

Current students and alumni have access to their information via personal inquiries and/or through formal requests for transcripts. A fee is attached to the issuing of official transcripts or reissuing diplomas and is listed on the BINM website. This fee is published in Boucher Institute's Academic Catalogue and in the Student Handbook.

Transcripts will be secure and accessible to alumni and former students for at least 55 years from the time of graduation, dismissal or withdrawal from the institution.

Certain administrative staff are allowed access to specific student records on request through the Registrar. These may be a Dean or Associate Dean, Provost, Admissions advisors and Student Services officer. All staff maintain confidentiality and may only view records for specific needs.

DISPOSAL

The Registrar selects files for disposal after the 8-year archiving period. Records removed are destroyed through shredding or a third-party secure disposal vendor.