

ALGOMA UNIVERSITY COLLEGE ACCESS TO RECORDS

Student Access to Own Records

- a) Files: Students have the right to inspect all documents contained in their official academic file upon 24-hrs notice given in writing to the Registrar's Office. An appointment will be set up with an authorized official of the Registrar's Office for the viewing of their record. Copies of the file will not be provided.
- b) Transcripts: Copies of student transcripts will be provided to the student upon written request and upon payment of the appropriate fee to the Registrar's Office. Requests from students with fees owing to the university will not be considered.
- c) Release of Grades: Laurentian University prints final and official grade reports. Final grades may not be released to students by any employee of the university (including the Registrar's Office and Faculty) until the examination period has ended, and only after grades have been processed by the Registrar's Office (approximately 7 days after the end of the exam period). After processing, unofficial reports may be released by the Office of the Registrar at Algoma. Faculty are not allowed to post tentative grades until the examination period has ended. Grade reports for students with fees owing to the university (e.g.: tuition, bookstore, or library) will not be forwarded to the student until the account has been paid in full.

Access by Others within the University Unless authorized by the student in writing, AUC will not disclose the contents of student records to a department or individual within the university under circumstances other than:

- a) Student Organization Access to Student Lists and to Contact Information: Student organizations may request listings of student names, addresses, emails, or phone numbers for purposes of communicating with their membership. Such requests must be made in writing, signed by the organization's authorized officer, and sent to the Registrar's Office for approval. All organizations requesting information in this manner guarantee that the lists will not be disclosed to any other individual or group.
- b) Employee (faculty/staff) Access: Within the university, departments and/or individuals will have access to information contained in a student file/record on a "need to know" basis. Access will be granted only to that portion of the file/record that is relevant to the employee's official purpose/function within AUC. Academic summaries are issued to students in February each year and are expected to share them with faculty advisors during the March pre-registration period. Employees will not distribute or make available to students copies of class lists that include a student's ID number or phone number.
- c) The Registrar: The Registrar has access to the complete and entire record of every student. Exceptions to Algoma U's Disclosure of Information policies may be made at the discretion of the Registrar.

Third-party Access

Unless compelled to do so by law or authorized by the student in writing, AUC will not disclose the contents of student records or information about AUC students to any party outside of the university. This policy protects against the release of information such as the student's name, current registration status, field of studies, and degrees awarded by the university. Exceptions are outlined below:

- a) Legally-Mandated Access: Specified records or portions thereof may be provided by the Registrar to persons or agencies pursuant to a judicial/court order, summons, or subpoena, directing the university to release information. Information will also be available to the Ministry of Education and Training under federal/provincial legislation (for enrolment-audit purposes), and in accordance with the requirements of legitimate professional licensing/certification bodies.

- b) Emergency Disclosure: In situations involving threats to the health or safety of an individual student or employee, and the Registrar reserves the right to authorize the release of relevant information without obtaining prior consent from the student(s) involved.