

Policy Title	Student Record Procedure
Policy Holder	Registrar
Policy Approver(s)	Senior Team
Related Policies	1-1-02 Freedom of Information and Protection of Privacy 1-1-04 Records Retention
Appendices	Appendix 1 Statement of Release of Information Form
Storage Location	<b>Website</b> <a href="https://www.confederationcollege.ca/policies-and-procedures">https://www.confederationcollege.ca/policies-and-procedures</a>
Effective Date	2023-07-10
Next Review Date	2026-07-10

## Purpose

To protect and manage the personal information of all students as directed by the Freedom of Information and Protection of Privacy Act, 1987, Province of Ontario (FIPPA).

## Scope

This policy applies to all students authorizing access to their records.

## Definitions

Student Record	Collection of information submitted in support of a student's admission to the College to which is added the student's academic history while a student at the College.
Student	Any person who is currently enrolled in a course or program at Confederation College; who has confirmed enrolment for a program of study; or who was enrolled in a course or program at the College.
Permanent Record	The permanent record may include the following information if provided, student's full legal name, including previous name; student I.D. number as assigned by the College; Social Insurance Number; Ontario Education Number; and date of birth.
Academic Record	The academic record can consist of the following, final transcript, academic plans, graduation status, evaluations related to clinicals
Transcript	The transcript may consist of the following information, course number hours and title of course(s) in which the student registered, program where applicable; final grade in each course; term Grade Point Average (G.P.A.) and cumulative G.P.A. where applicable; graduation status and date.

## Governing Laws and Regulations

Ministry of Colleges and Universities – Governance and Accountability Framework

### Procedure Statements

Action	Responsibility
1. The personal information obtained or requested is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002. The information is used by the College for administrative and statistical purposes, including but not limited to, admission, registration and records maintenance as well as awards, scholarships and the administrative functions of the Alumni department, the College Foundation and/or the ministries or agencies of the Government of Ontario and the Government of Canada.	Registrar
2. Access to student records will be granted upon completion of a Statement of Release of Information Form.	Student
3. A transcript will be released to the sponsoring agency on request to those sponsoring agencies who supply written authorization from the student to do so. Typically, students will complete a standardized release form provided by the agency.	Student/Sponsoring Agency
4. Access to student(s) due to an emergency is to be referred to Public Safety – Security Service, who will follow established procedures regarding the request.	Director of Public Safety

### Non-Compliance

It is the joint responsibility of the Registrar and Dean to ensure that the guidelines contained in this policy are followed and adhered to in order to effectively and efficiently support student focused learning objectives. Lack of compliance will result in delays in academic operations and student success.

### Revision History

Version	Change	Author	Date of Change
	New format	Richard Gemmill	2023-04-18

## Ch5-s2-01: APPENDIX 1 Statement of Release of Information Form



Thunder Bay Campus  
1450 Nakina Drive  
Thunder Bay, ON P7C 4W1  
F: 807-473-3731

Regional Campus  
Distance Education  
F: 807-473-3731  
E: registrationservices@confederationcollege.ca

**RELEASE OF INFORMATION AUTHORIZATION**

The Freedom of Information and Protection of Privacy Act (FIPPA) indicates that the College cannot disclose personal information to third parties, including family members, without the approval of the student. The purpose of this form is to grant such approval to the third party.

PLEASE PRINT

I, \_\_\_\_\_ (student name)

give Confederation College of Applied Arts and Technology permission to release information pertaining to my application, academic records, confirmation of enrollment and information regarding my progress as requested to the following:

List the Name/Organization this information can be released to:

Would you also like to release information regarding your OSAP Application to the individual(s) indicated above?

Yes  No

If you answered Yes to releasing information regarding your OSAP please provide your date of birth: \_\_\_\_\_

This authorization is valid until consent is withdrawn.

Please submit this form to The Information Hub in Thunder Bay or by email to registrationservices@confederationcollege.ca

STUDENT SIGNATURE:

Date:

STUDENT ID #:

*This form is collected in accordance with sections 21, 39 and 43 of Freedom of Information and Protection of Privacy Act and under the legal authority of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, and the Ontario Colleges of Applied Arts and Technology Act, 2002, Regulations 34/03, and used for educational, administrative and statistical purposes of the College and/or Ministries and agencies of the Government of Ontario and the Government of Canada. Administrative purposes may include the disclosure to or on behalf of Student Union of Confederation College Inc (SUCCI) for the purposes of the activities of SUCCI, or to establish qualifications for benefits such as Drug Plan Card, U-Pass, and Foundation and Alumni activities, or for Key Performance Indicators (KPI) Survey. The College publishes the names of students who graduate and/or achieve academic excellence. Should you have any questions concerning your personal information, please contact the Registrar at (807) 475-6110.*