

CRAS: Student Services



**University
of Manitoba**

The Registrar's Office is the Office of Record for the final record of a student's marks, history and official transcript, for the majority of University of Manitoba Faculties and Colleges. The College of Medicine within the Faculty of Health Sciences which has maintained its own permanent and active student records. The following classifications apply to all other offices.

STUDENT-010 (Faculty/Departmental/Program Student File)

Series consists of individual student files maintained by the faculty/department/program to facilitate student progress within the faculty/department. Records may include applications, admission records, progress reports, academic summaries, copies of transcripts, disciplinary action, degrees received, appeals, supporting information and related correspondence. Records can be divided into the following sub-sets:

STUDENT-011 (Incomplete): Application and Admission records for students accepted, but that did not complete their registration, or students that were rejected.

Retention: Session Start + 1 Year: Destroy.

STUDENT-012 (Withdrawals): Student withdraws from faculty/department/program:

Retention: Withdrawal date + 3 Years: Destroy.

STUDENT-013 (Graduates): Graduation from faculty/department/program or Completion of Program:

Retention: Retain for 3 Years after graduation or completion date: Destroy.

STUDENT-020 (Criminal Records Checks)

Series consists of records related to the solicitation, receipt and evaluation of criminal records checks for entry and acceptance to University programs. Records include criminal records checks, child abuse registry and vulnerable sector checks, any supporting documents and related correspondence.

Retention: End of Use + 6 months: Destroy.

Student Coursework

Student coursework, whether it be unclaimed paper copies or electronic documents, are not university business records, the content is owned by the student who created it. It is recommended that the faculty, department or school determine a retention timeframe for these materials, with a minimum retention of "End of Term + 3 months" to a maximum of "End

of Term + 6 months” recommended. Students should be advised of the timeframe via the course syllabus, or by their instructor.

If the coursework be subject to a grade appeal, it may be necessary to include a copy of the assignment within the appeal file, and decision be retained for 2 years following the appeal decision.

Details on issues surrounding student coursework can be found [here](#).