

in a record bearing the student's name;

4. "personal information" is recorded information about an identifiable individual who is a student, including: name, home or business addresses or telephone numbers; age, sex, national or ethnic origin, religious or political beliefs, marital status or family status, sexual orientation; identifying number, symbol or other particular assigned to the student; information about the student's health and health care history including information about a mental or physical disability; information about the student's educational, financial, employment or criminal history; someone else's opinions about the student; the student's personal views or opinions, except if they are about someone else;
5. "student" means anyone who has interaction with the University related to a personal potential or actual course of studies, credit or non-credit, and includes
  - prospective students who inquire about studies at the University or who are approached through recruitment efforts;
  - applicants who apply for admission to a program or course of studies, whether admitted or not;
  - registrants who register in a program, course, or other course of studies, credit or non-credit;
  - those who have previously interacted with the University as prospective students, applicants, or registrants and who still have records at the University related to these interactions.
6. "student record" means a record of information relating to an individual's activity in or interaction with the University as a student. Such records may contain personal information related to the student's interactions with the University. The information may be maintained in any format, including printed, audio, visual, electronic, magnetic and may be stored on any medium including paper, fiche, tape, disk or other electronic or magnetic medium. Student records are normally of three types: files, transactions, and listings, as follows:
  - files include academic files maintained by the Registrar (including transcripts), a dean or a chair; academic files maintained by academic advisors and other offices; financial records; disciplinary records; files used to document activities related to University business (athletics, housing, parking, committees and other governance bodies, ONEcard, University of Alberta Protective Services, counselling and medical services, etc.); files used to document processes initiated pursuant to University policy (appeals, grievances, reappraisal, etc.);
  - transactions involve documents, messages and the like, transient or permanent, which pertain to a student including e-mail messages, voice mail messages, memos, letters, notes, minutes or transaction records of meetings, hearings, selection proceedings, Internet sites;
  - listings are lists or compendiums involving students' information including mailing or membership lists of committees, councils boards or groups, examination postings, scholarship, bursary or award lists, lists of convocats, degree recipients and the like including photographic displays, alumni lists, statistics compiled for disciplinary and appeal procedures.
7. "Unit" means a basic organizational unit of the University responsible for academic or research functions (e.g., department, Faculty) or administrative or financial functions (e.g., Office of the Registrar and Financial Services) or service functions (e.g., University Health Centre, Dean of Students' Office).

## Collection of Personal Information

Information that forms part of the student record is collected under the authority of the Universities Act of the Province of Alberta and in accordance with section 33(c) of the *Freedom of Information and Protection of Privacy Act (FOIPPA Act)*. It is used to determine eligibility for admission and financial assistance, to advise students about academic programs and to provide university services.

The student record is disclosed to academic and administrative units. Specific information is disclosed to the federal and provincial governments to meet reporting requirements and to the Students' Union/Graduate Students' Association in accordance with FOIPPA Information Sharing Agreements.

Information about the personal information that is shared pursuant to these FOIPPA Information Sharing Agreements, and the purposes for which it is shared, can be found on the Information and Privacy Office's [Information Sharing webpage](#).

## Academic History (Transcript) Records

1. Students should be aware that their academic record (transcript) is a continuing one and that all matters relating to courses, grades, academic standing, and probation will permanently appear on the academic record.
2. Students are responsible for ensuring the accuracy and completeness of their official record by verifying their unofficial transcript on [Bear Tracks](#). Students should be aware that only the official academic history (transcript) is retained permanently and that source information from the student file is destroyed seven years after the last registration. Queries regarding errors or omissions in the official academic history (transcript) must be made as soon as possible, and will not be considered after the source information has been destroyed.
3. Official academic history records, called “transcripts” are issued by the Office of the Registrar only upon the request of the student. They are issued to the student personally or to whomever the student designates. An official transcript is endorsed by the Registrar and is printed on security paper or alternatively transmitted securely by mutual agreement. See [Transcripts on the Office of the Registrar website](#) for more information about how to request official transcripts.
4. The University of Alberta transcript includes the following information for each student record:
  - a. student name
  - b. student previous name(s)
  - c. student ID number
  - d. student’s birth month and day
  - e. date of issue of transcript
  - f. degrees and awards granted
  - g. admission status
  - h. credit granted from other institutions or programs
  - i. Faculty and degree program of registration
  - j. course information, including for each course: term, course name, number, title, grade, units of course weight, grade points, class average and class enrolment
  - k. total units of course weight and grade points used to calculate GPA
  - l. grade point average calculation
  - m. comments pertaining to academic standing in the program
  - n. withdrawal date, if appropriate
  - o. disciplinary record of suspension or expulsion or rescission/suspension of a degree, if appropriate.
5. For further information regarding grades or GPA, refer to [Evaluation Procedures and Grading System](#) above.
6. **Units of Course Weight:** Course weight is assigned for the purpose of calculating a weighted (grade point) average. A normal course carries a weight of 3.0 and includes three hours of lecture per week for one term. A course weight of 3.0 may be considered as equal to three semester-hours or 4.5 quarter hours. [This information is captured and stored on a database on a per course basis but is not printed on the transcript.]
7. **Grade Points:** Grade points for undergraduate students are calculated by multiplying the course grade point value by the units of course weight.
8. An unofficial copy of a student’s academic history (unofficial transcript) does not bear the Registrar’s signature, nor is it printed on security paper or alternatively transmitted securely by mutual agreement.  
An unofficial copy of a student’s academic history (unofficial transcript) does not bear the Registrar’s signature, nor is it printed on security paper. Unofficial copies of a student’s academic history are issued in the form of:
  - a. Statements of results issued to students at the end of the Fall/Winter or Spring/Summer terms;
  - b. Student’s unofficial transcript available on [Bear Tracks](#);
  - c. Copies of students’ academic history issued to Faculties, departments, or academic advisors as appropriate for consideration for admission, academic standing and promotion and for the academic advisement of students;
  - d. Copies of students’ academic history issued at the students’ request to other offices or individuals in the University;
  - e. Copies of students’ academic history issued to the appropriate administrative office where the adjudication or processing of an award or bursary made through a University scholarship or bursary committee is involved. Administrative offices include the Office of the Registrar, the Scholarship Office of the Faculty of Graduate & Postdoctoral Studies, and the Student Financial Aid Information Centre.

## Registration Deadline Implication for Records

1. In Fall/Winter students have ten class days following the commencement of that term's classes in which to make changes to their registration without penalty. Courses dropped during this period are deleted entirely from a student's record. Course withdrawals following this period and up to the last day for withdrawing from courses for that term result in a grade of W (withdrew) being recorded on the student's record. Grades of W are not included in the calculation of the Grade Point Average.
2. Students may not officially withdraw from a course after the Withdrawal Deadline. All students registered in a course after the Withdrawal Deadline will be assigned a final grade by the instructor based on course work completed.
3. Credit/No Credit courses which are dropped following the deadline for the last day for withdrawing from courses for that term result in a grade of NC (fail) being assigned for the course(s) by the student's Faculty. Grades of NC are not included in the calculation of GPA.
4. When a student withdraws from one or more courses after the first week of classes, fees will be reassessed on a per course basis according to the regulations noted in [Refunds and Withdrawals](#) of this Calendar. Students who register and then cease to attend, or never attend, without submitting an approved Withdrawal Form will not be eligible for any refund of fees nor will they be exempt from paying assessed fees that are unpaid.
5. [Academic Schedule](#) of this Calendar contains the specific dates for the change of registration and course withdrawal dates noted above.

## Access to Student Information

1. Access by the Student: A student shall have access to records maintained by any University Unit which bears the student name or other personal identifier in accordance with the policies and protocols of the University or as provided for by the *Alberta Freedom of Information and Protection of Privacy Act*.
2. Access by University of Alberta Employees: Employees may access only that personal information in students' records if access to the information is necessary to fulfill their employment duties.
3. Access by Others:
  - a. Except as noted below, personal information will not be disclosed to others without the express consent of the student unless in accordance with the provisions of the *Alberta Freedom of Information and Protection of Privacy Act* or an Information Sharing agreement or Research agreement or Common Program or Service Agreement of the University.
  - b. In accordance to the *Freedom of Information and Protection of Privacy Act*, the University can confirm to a third party that a student is registered in a program at the University unless the student has requested in writing that this information not be disclosed. The University can also disclose to an inquiry information that has been made publicly available such as name, date of convocation, and degree, diploma or certificate awarded unless the student has requested that this information not be disclosed.

## Records of Disciplinary Action

See the [Student Conduct Policy](#) and the [Student Academic Integrity Policy](#). Amendments to the Student Conduct Policy and the Student Academic Integrity Policy occur throughout the year. The official version of the Student Conduct Policy and the Student Academic Integrity Policy, as amended from time to time is housed on the [University of Alberta Policies and Procedures Online \(UAPPOL\) website](#).

## Correction of Records

Students should request correction to their own records if they believe that there are errors or omissions. The head of the Unit maintaining the record will respond by either making the correction or annotating in the record that the correction was requested but not made.

When an error or omission is detected in a student record and that error or omission is subsequently corrected, a copy of the corrected record shall be provided to the student and to each individual or agency to which the university had directly issued an incorrect record.

## Use of Student Records for Research