

<b>Number:</b>	ASA-402
<b>Title:</b>	Management of Student Records
<b>Person responsible for enforcement:</b>	Vice-Rector, Academic and Research
<b>Entered into force:</b>	March 28, 2018
<b>Approved:</b>	March 28, 2018 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
<b>Exception:</b>	No exception to this regulation without prior written authorization from the Board of Governors

*In this document, the masculine form is used without prejudice and for conciseness purposes only.*

## 1. Objective

This regulation establishes the responsibilities of the administrative units and the Office of Admissions, Registrar and Student Services (OARSS).

## 2. Regulation

The OARSS is chiefly responsible for setting up and maintaining the official students' records. The academic units having immediate responsibility of the students assigned to them, must be attentive to the flawless keeping of the records at the OARSS. It is imperative that there be a very close collaboration between the OARSS and the units.

## 3. Implementing rules

### 3.1 Office of Admissions, Registrar and Student Services Responsibilities

#### a) Information

- i) Supply, upon request, the needed information: printed matter, calendars, brochures, etc.
- ii) Supply, upon request, the forms of request for admission.
- iii) Forward all requests for particular information to the academic units.

#### b) Admissions

- i) Receive all requests for admission.
- ii) Transmit all requests for admission together with the required fees to the Finance Services.
- iii) Where necessary, forward to the academic units the documents that concern them.
- iv) In concert with the academic units, ensure that the files of the students or candidates are complete.
- v) In the case of undergraduate studies, evaluate candidates based on academic regulations and requirements of the academic units. In the case of graduate studies, conduct sorts of candidates according to criteria established by the academic units and deliver complete and compliant records to the academic unit's committees on admission.
- vi) Apprise the candidates of their admission or rejection and send a copy to the academic units and to Finance Services.
- vii) Issue student's ID cards.
- viii) Provide to Finance Services all necessary information in order to ensure sound book-keeping, together with lists of students and courses.

- c) Registrations
  - i) In concert with the units, ensure the smooth processing of registrations.
- d) Attestations
  - i) Issue the official transcripts of marks.
  - ii) Have diplomas drawn up.
  - iii) Transmit the requests for letters of recommendation to the proper units.
- e) Student files
  - i) Keep the official files (with original documents), to ensure that they are complete and protect their confidentiality.
  - ii) Supervise in situ consultation of files and to monitor their temporary removal.
  - iii) Record the final results of examinations and of the decisions taken by the units.
- f) Performance evaluation at the undergraduate level
  - i) Conduct periodic assessments of academic performance.
  - ii) Provide students with the content of these assessments and, where appropriate, place students on probation.
- g) Statistics
  - i) Prepare the lists of registered students;
  - ii) Maintain the necessary relations with the Office of Admissions, Registrar and Student Services;
  - iii) Prepare the other statistical reports.

### 3.2 Responsibilities of academic units

- a) Transmit to the OARSS all information concerning the status of a student and all documents that may complete the file;
- b) Transmit the final results of examinations and the pertinent comments that should appear in the files.

### 3.3 Consultation of physical records

Consultation of records by authorized persons is normally done at the OARSS.

Directors of academic units (schools and faculties) or assistants, are the only persons authorized to take records out temporarily from the OARSS. These persons must take the records with the consent of the OARSS staff and are required to ensure that the withdrawn records are specified by writing in the place of the absent file. Records coming out of OARSS must remain in possession of the signatory and remains under his responsibility.