

AGA KHAN UNIVERSITY
Guidelines, Policies and Procedures

Policy Name	Retention of Student Records Guidelines
Policy Number	019
Approved by	Academic Council
Date of Original Approval	June 16, 2011
Date of Revisions	January 1, 2019; May 23, 2019
Contact Office	Office of the Registrar

Use of, access to and retention of student records not specifically addressed in the content of this policy should be referred to the University Registrar. Where this policy conflicts with a country's legislation, that legislation will take precedence over this policy.

Data Element	Length of Retention
Academic Entity Admission Committee minutes	Five years
Academic Entity Admission Committee selection scores	Five years
Academic Entity admission test applicant response sheets	One year
Alumni database	Indefinite
Appeals, academic	Five years after graduation or last attendance
Appeals, non-academic	Five years after graduation or last attendance
Application for admission and related documentation and correspondence (successful applicants)	Becomes part of student file
Application for admission and related documentation and correspondence (unsuccessful applicants)	One year after the start of the academic year
Convocation booklet	One "archive" copy retained in the Registrar's Office
Degree / diploma parchment database	Indefinite
Degree / diploma parchment, uncollected by graduate	Indefinite
Degree / diploma parchment, misprints	Notation of serial number in logbook, then immediate shredding
Examination papers / scripts	One year (unless otherwise required)
Examination papers / scripts, Medical College	Year 1: Two years following completion of exam; years 2 - 5: one year

Grade change requests	Five years
Grade reporting / submission records	Indefinite
Medical College elective records (onboard students)	One year
Medical excuse notes / certificates	Becomes part of student file
Minutes / records: University academic-related committees (e.g., Academic Council, Registrar's Working Group, Student Code of Conduct and Disciplinary Committee, Student Academic Integrity Committee)	Indefinite
PMDC certification record	Five years
Student academic records / files, hard copy	Five years after graduation or last attendance
Student assignments / papers	One year
Student name change request forms	One year
Student records, database	Indefinite
Thesis / dissertation records	Indefinite
Transcript request, database	Indefinite
Transcript requests, hard copy	One year
Transcripts, online	Indefinite
Transcripts, misprints	Notation of serial number in logbook, then immediate shredding
Verification / certification of records request forms	One year

Definitions / Notes:

RECORD: Any record of information however recorded, whether by electronic means or in print form that is capable of being produced from a machine-readable record under the control of the University by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the institution

UNIVERSITY RECORD: Those records within the university's custody or control. They include records relating to the university's operation and administration, and records containing information relating to individual faculty, staff and students.

DISPOSAL OF RECORDS: Where records are not transferred to archives, paper records must be shredded, not simply bundled for or placed in the trash. Measures must be taken to ensure that electronic records are completely erased.

CONFIDENTIAL INFORMATION: Recorded information about an identifiable individual (personal information); information which is subject to physician / patient privilege; information which was supplied in confidence, either explicitly or implicitly (e.g. reference letters); information relating to the business of the university or a third party and including (but not limited to) trade secrets and scientific, technical, commercial, financial or labour relations information, where disclosure could result in some harm to either the university or a third party.