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1.1 To provide faculty with practical record-keeping tips in managing the records they create as a by-product of their supervisory relationships with graduate students.

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2.1% Centralized filing

2.1.1% File original records documenting a student's academic status and progress on departmental student files maintained by a graduate secretary. This measure ensures that all substantive records relating to a student's academic history are located in one, easily accessible location, supporting consistent planning, evaluation, and decision-making. It also means that personal information about a student can more easily be protected, located, and retrieved in the case of an information access request, dispute, or some other emergency.

2.2% Segregate personal records and university records

2.2.1% Records documenting the following are considered university records:

- ¥% admission
- ¥% awards, scholarships, and fees
- ¥% coursework, supervision, and evaluation
- ¥% co-operative education
- ¥% international student status
- ¥% I



2.2.3% In contrast, a faculty supervisor may make or receive records relating to a graduate student that are of a personal nature:

¥% correspondence

