

FACULTY OF HUMANITIES
GUIDELINES ON
ACCESS TO STUDENT ACADEMIC RECORDS

1. The following excerpt from the official Implementation Guidelines for the Security of Student Data (updated April 1985) draws your attention to the fact that in order to avoid bias, the records of students are not normally available to their instructors until after all final grades have been assigned. At the departmental level, the determination of the "need-to-know" referred to in the excerpt is the responsibility of the Department Chair.

"The following kinds of information will be restricted to the Registrar's Office, Senate and its Committees and Boards, Faculty Offices, and Faculty Committees, and to others advising students: information about relatives; a student's place and nature of employment; information used during application process; high school marks; university marks, standing and averages.

" 'Others advising students' includes the Dean of Students provided a need-to-know has been established to the satisfaction of the Associate Registrar (Records).

"From time to time individual instructors may ask for this information and it is necessary that they establish a "need-to-know". Generally, an instructor should not be given a prior academic record of a student registered in his course until such time as he has assigned grades to students. This is to avoid any suspicion that the grade assigned to a student may have been affected by the student's prior academic record unless there are special circumstances in which case the Chair of the department would be involved."

2. The implementation procedures agreed upon by Dean's Advisory Council to ensure the Security of Student Data at the departmental level throughout the Faculty of Humanities are as follows:
 - (a) student academic records are confidential and should be kept locked in a secure place, normally the departmental office, determined by the Chair of the Department;
 - (b) in order to avoid bias, student academic records are not normally accessible to instructors until after the final grades are assigned (e.g. for reviewing purposes). In every case where an instructor requests to see a student's academic record, the "need-to-know" referred to in the attached University Guidelines must be established to the satisfaction of the Chair who is solely responsible for the determination of the "need-to-know" in each case;
 - (c) student academic records are accessible to Departmental Counsellors in the performance of their duties and, by extension, to those assisting them in the counselling and registration of students.
 - (d) In the case of letters of reference, the instructor should request that the student provide a copy of his/her academic record (available from the Deans' Office) OR alternatively give written consent for the instructor to request a copy of his/her academic record.