

AC508: Archiving Student Work

Policy Title:	Archiving Student Work
Policy Number:	AC508
Owner:	Sr. Vice President Academic
Approved by:	College Executive Team
Effective Date:	September 2022
Reference:	
Links to Other Policy:	

St. Lawrence College is committed to making our resources fully accessible to all persons. This document will be made available in alternative format upon request.

BACKGROUND

Definitions:

Student Work: Assignments submitted by a student or groups of students, including text or multi-media products and tests/exams.

Purpose:

To support that the retention of student work ensures protection of the individual's right to privacy regarding personal and academic information held by SLC, in compliance with complies with the requirements of the Freedom of Information and Protection of Privacy Act R.S.O. 1990, Province of Ontario (FIPPA).

Scope:

Outline situations where:

- student work must be retained,
- how long the work should be retained for and,
- the limited use(s) of the student work

POLICY STATEMENTS

1. The purpose of retention of student work is to:
 - inform the continuous program improvement process,
 - inform student complaints and appeals and,
 - make available student sample work for quality assurance and accreditation purposes

2. This policy complies with the requirements of the Freedom of Information and Protection of Privacy Act R.S.O. 1990, Province of Ontario (FIPPA).
3. When student work has been returned and not picked up, it will be retained for one semester and then securely disposed of.
4. When student work is retained by The College, it will be stored for one year following the semester in which it was graded before disposal, unless there is a request for grade review or an academic appeal or the work is being retained for Postsecondary Education Quality and Assessment Board (PEQAB) or an accrediting and/or program approval body.
5. In instances of grade review or academic appeal, all related course materials will be retained for one (1) year from the date on which the case is resolved.
6. To ensure that the knowledge and skills approved are being achieved, the Postsecondary Education Quality and Assessment Board (PEQAB) and some accrediting and/or program approval bodies require retention of student work. Timelines for storage and disposal of student work retained for this purpose will be in compliance with the accrediting and/or program approval body requirements.
7. Electronic storage of student work must be kept on an SLC secure, password protected site. Non-electronic work should be stored in a secure area agreed upon by the professor/instructor and the manager.
8. Employees who no longer work at the college are required to turn over to their manager all student work and the manager will be responsible to secure and dispose of such materials.
9. The St. Lawrence College Privacy Office will complete an annual review of the consent form required by the College for use of student work for the purpose of quality assurance and accreditation requirements. The student work will be retained by the College according to the accrediting and/or program approval body requirements at which time the student work will be deleted or destroyed.

MONITORING

POLICY REVISION DATE

September 2027

SPECIFIC LINKS