

# 31. STUDENTS' ACADEMIC RECORDS AND TRANSCRIPTS

a. Students' academic records, including their official University files, are the property of Saint Mary's University. Access and disclosure of student academic records is governed by the University's policies, as well as Nova Scotia's Freedom of Information and Protection of Privacy Act (FOIPOP), and the federal Personal Information Protection and Electronic Documents Act (PIPEDA). As the University is committed to the integrity of its student records, students are required to provide, on their Application for Admission, their complete legal name. Any requests to change that name, by means of alteration, deletion, substitution or addition, must be made in writing to the Associate Vice-President, Academic & Enrolment Management and accompanied by appropriate supporting documentation. For further information, contact the Associate Vice-President, Academic & Enrolment Management.

In addition to the internal policies, procedures, and practices of the University and the requirements of the provincial FOIPOP legislation and the national PIPEDA legislation, the University, as a public institution, is mandated to collect and report annually to Statistics Canada through the Maritime Provinces Higher Education Commission (MPHEC). The types of information collected in this Postsecondary Student Information System (P.S.I.S.) project; the uses to which this data is put; and the opting-out mechanism for those students who do not wish this material about them to be used in any fashion are available on request via email: [statcan.PSIS-SIEP.statcan@canada.ca](mailto:statcan.PSIS-SIEP.statcan@canada.ca)

## NOTIFICATION OF DISCLOSURE OF PERSONAL INFORMATION TO STATISTICS CANADA AND THE MARITIME PROVINCES HIGHER EDUCATION COMMISSION

### STATISTICS CANADA

Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education. It is essential to be able to follow students across time and institutions to understand, for example, the factors affecting enrolment demand at postsecondary institutions. The increased emphasis on accountability for public investment means that it is also important to understand 'outcomes'. In order to conduct such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada, student identification information (student's name et student ID number), student contact information (address and telephone number), student demographic characteristics, and enrolment information. The federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used for statistical purposes only, and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify a student. Students may contact Statistics Canada via e-mail if they have any questions: [statcan.PSIS-SIEP.statcan@canada.ca](mailto:statcan.PSIS-SIEP.statcan@canada.ca).

### MARITIME PROVINCES HIGHER EDUCATION COMMISSION

The MPHEC collects the data described above on behalf of Statistics Canada. In addition, it archives these data and uses them to generate basic statistics, research products, as well as the sampling frame for its university graduate survey. These activities support its mandate, which is to assist institutions and governments in enhancing the post-secondary learning environment. The legal authority for these activities

is provided by the Maritime Provinces Higher Education Commission Act. The MPHEC publishes information in aggregate form so that personal information concerning any person is never revealed. The MPHEC may disclose personal information for the purpose of research, in alignment with its mandate, and as authorized the MPHEC Act. For more information, consult the MPHEC's Privacy Statement at: [www.mphec.ca](http://www.mphec.ca) (<http://www.mphec.ca/>).

Students who do not wish to have their personally-identifying information submitted to MPHEC or Statistics Canada will notify Saint Mary's University by contacting the Registrar.

b. Students' transcripts and academic records are privileged information and to that end will not be released by the Associate Vice-President, Academic & Enrolment Management to any individual outside the University without the prior written permission of the students. As required by their appointment, academic administrators within the University have access to students' complete academic records.

c. Details on ordering transcripts can be found at: <http://www.smu.ca/academics/ar-transcripts.html>

Transcripts include the following information:

- (i) Faculty, program, major, area of concentration, minor, and/or honours;
- (ii) advanced standing and/or transfer credit hours;
- (iii) grades (failing as well as passing) in respect of all academic work attempted while registered at Saint Mary's.

d. Where appropriate, reference is also made to:

- (i) placement and continuance on, and removal of, academic probation;
- (ii) requirement to withdraw for academic weakness, or for non-academic (i.e., disciplinary) reasons;
- (iii) distinctions and scholarships, including placement on the Dean's List.

**Note:** All transcripts carry only the student's birth month and day, not the birth year.

e. While the University takes every reasonable precaution to ensure the confidentiality of student records, students should be aware that the University is connected to a number of external electronic systems, and a number of academic and administrative offices have access, at least on a display basis, to the Student Information System (Banner).

Effective 23 November 2000, all post-secondary institutions in Nova Scotia are governed by the Freedom of Information and Protection of Privacy legislation (FOIPOP).