

**1.0 Purpose**

- 1.1 The official academic records of students are the property of the University.
- 1.2 The Registrars and any designated officer, where applicable, shall retain the custody of the official student academic records, however recorded or stored, in the Office of the Registrar, the School of Graduate Studies, the Department of Integrated Technology Services, and the Faculty of Law, all of the University of New Brunswick Fredericton and Saint John ("the University"), and shall be responsible for their security and maintenance.
- 1.3 Students desiring to have their names changed on their official student record be it by means of alteration, deletion, substitution or addition must submit appropriate supporting documentation.

**2.0 Applicability**

- 2.1 University-wide

**3.0 Definitions**

- 3.1 The term "official academic record" when used in these policies means the information concerning admission and academic performance of students as it is contained in any record of information however recorded or stored.

**4.0 Implementation****4.1 RELEASE OF INFORMATION**

- 4.1.1 Except as provided herein, official academic records are confidential and shall not be divulged to any third party, including parents or guardians, except as noted in this statement, without the written consent of the student concerned.
- 4.1.2 Students have the right to official copies of their University of New Brunswick transcripts of record. Official transcripts issued to students are indicated as such on the transcript. Any requests should be submitted to the appropriate Registrar's office with the required fee. Transcripts and degree parchments will be withheld for students, including former students, who have failed to meet their financial obligations to the University. Students have the right to access their transcripts of record as held in the computerized files and to print unofficial copies of their transcripts of record.
- 4.1.3 Partial transcripts will not be issued.

- 4.1.4 Transcripts shall only be released or personal information contained in the official student records released in accordance with University policy:
  - 4.1.4.1 Where the person to whom the information relates has identified that information in particular and has consented to its disclosure;
  - 4.1.4.2 For the purpose for which it was obtained or compiled or for a purpose consistent therewith;
  - 4.1.4.3 To an officer or employee of the University who needs the record in the performance of his or her duties;
  - 4.1.4.4 For the purpose of complying with a requirement to provide information lawfully imposed upon the University by a federal/provincial government authority;
  - 4.1.4.5 Where disclosure is necessary to aid in the investigation of allegations that individuals have made false statements or engaged in other misleading conduct concerning their attendance or performance or status within or completion of an academic program of the University;
  - 4.1.4.6 In compelling circumstances affecting the health or safety of an individual, if, upon disclosure, notification thereof is mailed to the last known address of the individual to whom the information relates;
  - 4.1.4.7 In compassionate circumstances, to facilitate contact with the next of kin or a friend of an individual who is injured, ill or deceased; or
  - 4.1.4.8 To a person who has been authorized by the individual to whom the information related to make an enquiry on that individual's behalf or, where that individual is incapacitated, has been authorized by the next of kin or legal representative of that individual.
- 4.1.5 The Campus Registrar may authorize access to academic records for the purpose of research. Students of the University may examine their personal official academic records held in paper files, with the exception of letters of reference provided to the University in confidence. A member of the Registrar's Office or a designated officer on the campus where the record is held will be present during such an inspection. Students may examine letters of reference or other information provided to the University in confidence only with the written permission of the referee or writer being first obtained and received by the appropriate Registrar or designated officer holding the file.
- 4.1.6 The Office of the Registrar will not normally provide students or third parties, except as noted below, with copies of documents on file, such as transcripts from

other institutions, or correspondence provided to the University in confidence. In the case of a request for UNB Undergraduate Calendar - Admission Requirements and University Regulations copies of documents made to a Campus Registrar's office, an exception may be made in severe situations such as where an international student is unable to obtain copies of original documents. If the request is approved, the Registrar will authorize copies of such documents be forwarded to another institution marked "copy of original documents on file."

- 4.1.7 The University considers certain information, that is, a student's name, dates of university attendance, verification of degrees obtained, to be public information. Such information may be disclosed by the Campus Registrar or designated officer without the consent of the student. Students who object to the release of such information shall notify the Registrar of the campus where the information is held, in writing, giving the specific objection or objections. The Registrar shall then determine what action, if any, will be taken and advise the student and the designated Officer where necessary.
- 4.1.8 The University routinely releases student e-mail identifiers while the student is enrolled at the University. Students who object to such release must notify the Campus Registrar.
- 4.1.9 The University routinely provides, through secure on-line access, a digitized image of the student identification photograph to individual instructors during the period the student is registered in the instructor's course. The Deans or their designates, Associate and Assistant Deans where specifically authorized by the Dean, the Director of the College of Extended Learning, Directors of Student Services, the Director, Associate and Assistant Directors of Residential Life, and the University's security personnel also will have access to such images. Residence Coordinators, House Dons and Associate Dons of the residence administrative team on the Fredericton campus and the Residence Academic Leader, Residence Life Coordinator and Manager of Residence and Conference Services on the Saint John campus will have access to such images during the period that a student is living within a house or residence for which these positions are responsible. Students who object to such access to their student identification photograph should notify the Campus Registrar.
- 4.1.9.1 Deans, Associate/Assistant Deans, faculty Student Advisors and the Director of the College of Extended Learning shall have unrestricted electronic access to academic student records. i. Full time faculty members shall have electronic access to academic student records of

students registered or formally seeking registration in their courses as may be required in the performance of the faculty members' duties.

- Stipendiary part-time faculty members may be granted electronic access to academic UNB Undergraduate Calendar - Admission Requirements and University Regulations student records of students registered or formally seeking registration in their courses required in the performance of the faculty members' duties as authorized by the Dean or Director of the College of Extended Learning.
- Normally, part-time faculty members who are also students at UNB, should not have access to student academic records. Access is provided during the period the student is registered or formally seeking registration in the faculty member's course and for 45 days following the end of term in which the course is scheduled.

- 4.1.10 Other Faculty and College personnel may be granted electronic access to academic student records required in the performance of their duties as authorized by the Dean or Director of the College of Extended Learning on such specific terms as the Dean or Director shall determine.
- 4.1.11 Members of administrative and other academic units may be granted electronic access to academic student records required in the performance of their duties upon request to and as authorized by the Campus Registrar or designate on such specific terms as the Registrar or designate shall determine.
- 4.1.12 Access is provided on the explicit condition that such information in the electronic academic student records shall not be released to others except as may be permitted in accordance with these regulations.

## **5.0 Interpretation and Questions**

- 5.1 University Secretariat Office is located in Sir Howard Douglas Hall, Room 110. Questions concerning this policy may be directed to (506) 453-4613 [sjd@unb.ca](mailto:sjd@unb.ca).