

Summary of Changes

Student Records Section

SERIES	CHANGE	COMMENT
SR001 General	General update	<ul style="list-style-type: none"> Accommodates any general files not covered by other Student Records classifications.
SR015-20 Undergraduate Admissions	General update	<ul style="list-style-type: none"> Updated scope and content description, primary offices, and electronic systems information.
SR015-30 Graduate Admissions	New classification	<ul style="list-style-type: none"> Function not covered previously in DOR.
SR015-40 Non-credit Admissions	New classification	<ul style="list-style-type: none"> Function not covered previously in DOR. Records of successful applicants are transferred to their student file; records of unsuccessful applicants and those who don't register are kept for 2 years.
SR020 Transfer Credits	Renumbered from SR105; General update including retention rule	<ul style="list-style-type: none"> Transfer credit information is kept for 7 years after evaluation.
SR030-20 Student Academic Records - Undergraduate	Renumbered from SR440-20; General update	<ul style="list-style-type: none"> Updated scope and content description, primary offices, retention rule, and electronic systems information.
SR030-30 Student Academic Records - Graduate	Renumbered from SR 440-30; General update including retention rule	<ul style="list-style-type: none"> Updated scope and content description and electronic systems information. Discontinue/delete practice of microfilming hard copy records.
SR030-40 Student Academic Records - Continuing Studies	Renumbered from SR440-60, General update	<ul style="list-style-type: none"> Updated scope and content description, primary offices, retention rule, and electronic systems information. Records kept for 5 years after last registration and permanent retention in order to provide grade and transcript information.
SR030-50 Student Academic Records – Non-Credit Students	New classification	<ul style="list-style-type: none"> Based on previous Continuing Studies classification to cover non-credit students. Permanent retention of Continuing Studies Information System data in order to provide grade and transcript information.

SERIES		CHANGE	COMMENT
SR070	Student Advising	Renumbered from SR020-20, General update	<ul style="list-style-type: none"> • Current practice is indefinite retention of records of students who don't graduate; this retention to be reviewed in 2019. • Records kept 5 years after UVic graduation. • Updated scope and content description, primary offices, retention rule, and electronic systems information.
SR090	Student Awards	New single classification from two	<ul style="list-style-type: none"> • Amalgamates SR050-10 awards - scholarship and fellowship lists and -20 award case files. • SAFA = primary office. • Award description and endowment information is transferred to Archives 2 years after award discontinued. • Details on award winners are destroyed; covered by Senate Committee on Awards
SR095	Financial Aid Services	Renumbered from SS155; General update	<ul style="list-style-type: none"> • Moved from the Student Services section • SAFA = primary office. • Updated scope and content description and electronic systems information. • Retention rule established: most information kept 3 years after graduation; secure destruction.
SR100-02	Examination questions	Renumbered from SR190-02; General update	<ul style="list-style-type: none"> • Updated scope and content description and disposition instruction. • A selection of exams is transferred to Archives for historical reference.
SR100-04	Examination answer papers	Renumbered from SR190-04; General update	<ul style="list-style-type: none"> • Updated scope and content description, electronic systems information, and disposition instruction. • Completed exams are kept for one year; secure destruction.
SR100-06	Grade change forms	Renumbered from SR190-06; General update	<ul style="list-style-type: none"> • Updated scope and content description, electronic systems information, and disposition instruction. • Discontinue/delete practice of microfilming hard copy records.
SR110	Student Academic Reviews	Renumbered and re-named from SR445-20 Student Academic Reviews – Appeal case files; General update including retention rule	<ul style="list-style-type: none"> • Updated scope and content description, primary offices, and disposition instruction. • Records of long-term value are captured in the Senate Committee on Appeals records.

SERIES		CHANGE	COMMENT
SR120	Co-operative Education Students	New classification	<ul style="list-style-type: none"> Establishes a classification for student files in addition to administration of Co-operative program (that classification remains in Teaching Programs). Retention rule is 5 years after last work term registration; secure destruction.
SR125	Practica	Renumbered from SR450-20; General update	<ul style="list-style-type: none"> Updated scope and content description. Retention rule is 5 years after graduation or last registration; secure destruction.
SR200	Reports and Statistics	Renumbered from SR375-02; General update	<ul style="list-style-type: none"> Updated scope and content description, electronic systems information, and disposition instruction.
SR190-08	Grade lists	Delete this classification	<ul style="list-style-type: none"> Obsolete – records and activity are integrated into FAST
SR440-50	Student Academic Records— Banner Student	Delete this classification	<ul style="list-style-type: none"> We are no longer classifying systems in DOR
SR440-60	Student Academic Records— Continuing Studies Registration System/ Student Records	Delete this classification	<ul style="list-style-type: none"> We are no longer classifying systems in DOR
SR050-10	Awards – Scholarship and fellowship lists	Delete this classification	<ul style="list-style-type: none"> Records and activity are included in new single Awards classification, SR090.
SR050-20	Awards – Award case files	Delete this classification	<ul style="list-style-type: none"> Records and activity are included in new single Awards classification, SR090.