

Laboratory Medicine and Pathology Graduate Program

Student Documents, Access, and Retention Policy

Records (files and documents) may be hard copy and/or electronic format.

1. Applicant records

a. Documents:

A file is created for applications which are being reviewed for admission. All other applications (i.e. those that are incomplete, ineligible) remain accessible via the online graduate application system only.

The applicant file contains:

- Copy of online application (including copies of transcripts or mark sheets and degree certificates, proof of English language proficiency test scores, supporting documents, and letters of reference)
- Transcript assessment
- May include:
 - Award notices
 - Correspondence
- Supervisor acceptance form (thesis-based applicants only)

The Pathologists' Assistant (PA) program also maintains application evaluation documents which include, but are not limited to, assessment/scoring documents for individual applicants and an evaluation summary document for all applicants.

b. Access:

Routine access to the department application package is limited to: the Chair of the Department, the Graduate Coordinator and official delegate, the Graduate Program Advisor, potential supervisor(s), and the applicant.

Routine access to PA program application evaluation documents is limited to: the Chair of the Department, the Graduate Coordinator and official delegate, the Pathologists' Assistant Program Director, the Graduate Program Advisor, members of the PA program admissions committee.

c. Retention:

Application documents for those applicants who are admitted but who do not register are retained for one year from the start of the student's intended admit term.

Application documents for admitted applicants become part of the student file.

PA program application evaluation documents are retained for one year from the date of the admission decisions for that intake year.

2. Student records

a. Documents:

Information about the student record and access to that record is found in the University [Calendar](#) (University Regulations and Information for Students / Academic Regulations / Student Records) and in the [GFC Policy Manual](#), Section 109.

The Faculty of Graduate Studies and Research (FGSR) holds the official student file. The LMP graduate program retains copies of official documents submitted to FGSR and other program-related documentation.

The LMP file for each current student contains:

- Complete application package
- Copies or originals of official forms and documents pertaining to the student's program and program requirements
- Program checklist
- Supervisory Committee Meeting Reports (thesis-based students only)
- Administrative forms (contact information, release form, safety training form, etc)
- May include:
 - Award notices
 - Funding offers and pay forms
 - Correspondence

The CV from a thesis-based student's final examination is retained in the student file for the purpose of collecting information for reporting.

a. Access:

In LMP, routine access to the student file is granted to: the Chair of the Department, the Graduate Coordinator and official delegate, the Graduate Program Advisor, the student's supervisor(s) or advisor. Additionally, for thesis-based student files, access is granted to LMP faculty serving as a candidacy or final examination chair; for Pathologists' Assistant student files, access is granted to the Pathologists' Assistant Program Director.

Non-routine access may be granted to appropriate representatives of the Faculty of Graduate Studies and Research, the Faculty of Medicine and Dentistry, or other employees of the University of Alberta if need is demonstrated (i.e. "if access to the information is necessary to fulfill their employment duties.")

b. Retention:

To ensure that source information pertinent to LMP program requirements is kept for the appropriate time, graduate student files are retained in electronic format only for 7 years from the date of convocation or the date of last registration in LMP.

For internal purposes only, an electronic spreadsheet of current and past students is retained indefinitely including those past students whose files have been destroyed. The spreadsheet may include:

- Student Name and ID#
- Admission GPA
- Program
- Program Specialization
- Start Date
- Completion Deadline

- Supervisor /Advisor
- Supervisory Committee members
- Coursework and grades
- Academic Integrity and Ethic Training (completion date)
- Professional Development requirement (completion dates)
- Rounds/Seminar presentation (date) and attendance (dates and percent attended)
- Supervisory Committee meeting dates
- Instructional methods course completion (PA program only)
- PhD Proposal approval date
- Candidacy examination date and examining committee members
- Final examination date and examining committee members
- Awards earned
- Notes/comments
- Thesis submission/Program completion date.
- Convocation date

3. Records of Disciplinary Action

a. Documents

Discipline files are kept separately from the student file; however, “in cases where a Student has been found to have committed an offence of Inappropriate Academic Behaviour, a copy of the final decision may be kept with the Student’s Academic File.” ([Code of Student Behaviour](#), Section 30.2.16)

b. Access:

Access to the discipline file is confidential and outlined in the [Code of Student Behaviour](#), Section 30.2.16). Within LMP, access to the discipline file is limited to the Chair of the Department, the Graduate Coordinator and official delegate, and the Graduate Program Advisor.

c. Retention:

A discipline file is retained for 7 years from the date of convocation or last registration in LMP (as advised by [Student Conduct and Accountability](#))

4. Awards Records

a. Documents

Awards records include the application package and supporting documents, and may include reviews, rankings and award decisions/nominations from reviewers and/or the committee adjudicating the award.

b. Access:

Access to award competition packages is granted to: the Chair of the Department, the Graduate Coordinator and official delegate, the Graduate Program Advisor, reviewers and/or the committee adjudicating the award.

c. Retention:

Records of decisions for internal LMP awards and the accompanying records of payments for these awards are retained for 7 years (6 years plus the current year) in accordance with University of Alberta's Financial Management (FI) Records Retention Schedule.

For all other award competitions adjudicated within LMP, records (applications and decisions) are retained for one year from the time of the final award decision or nomination.