



<b>Policy Title:</b>	<b>Management of Student Records</b>	No.: 1.11
Approved By:	Director of Dietetics	
Approval Date:	September 1, 2022	Next Review: Fall 2026
Original Version:	July 2006	
Audience:	Students, Practice Education Partners, Faculty and Staff	

## Preamble

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The UBC Dietetics Program is committed to advancing equity, diversity and inclusion for the Program and dietetics profession, as it relates to the Program’s vision of inspiring learners to advance dietetic practice and food systems. Our core values of justice, integrity, inclusion, collaboration, and community-focus drive our approaches to Program planning, delivery, evaluation, and community engagement.

The Program is located on UBC’s Point Grey Campus, which is situated on the traditional, ancestral, and unceded territory of the xwməθkwəy̓əm (Musqueam). Practice education placements take place on the traditional, ancestral and unceded territories of many Indigenous peoples, in locations throughout present day British Columbia. The Program recognizes the original stewards of these lands, and engages in ongoing efforts towards decolonization of the Program and the dietetics profession.

## Abbreviations

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BC	British Columbia
LFS	Faculty of Land and Food Systems
the Program	UBC Dietetics Program – Undergraduate
UBC	University of British Columbia

## Policy

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Student records are managed and retained by the Program in accordance with:

- a) the British Columbia [Freedom of Information and Protection of Privacy Act](#), which sets restrictions on public institutions pertaining to the sharing of personal information with third parties



- b) [UBC Retention of Student Records Policy](#), which stipulates:
- Academic records, including all information appearing on a Transcript of Academic Record, are retained indefinitely (on a secure online system managed by the university);
  - Materials supporting applications for admission, correspondence and transcripts from other institutions and similar material may be destroyed five years after a student's last registration; and
  - Other material may be destroyed sooner.
- c) Practice education partner organization policies which govern student access to information and systems for the purposes of practice education learning experiences

The Program will not share any student information to third-party individuals or organizations, unless directed to do so from UBC, as part of a [Freedom of Information and Protection of Privacy Act](#) request. Students may request their own records (e.g. Criminal Records Check, immunization review etc.) from the Program during the time period that they are retained, and provide them directly to third-party individuals or organizations when appropriate.

The Program will share verification of Program completion with dietetics regulatory colleges, to enable Program graduates to register to practice as dietitians.

Program-specific student records are stored at UBC using secure online systems, for the following time periods:

Record Type	Retention Period
Program Admissions records	5 years after student's last course registration
Practice education performance documentation (student evaluations, learning plans etc.)	5 years after graduation from the Program
Practice education partner organization records (confidentiality forms, orientation completion certificates etc.)	5 years after graduation from the Program (or longer if specified by partner organizations)
Program completion documents sent to regulatory colleges (verification letters, record of completed courses etc.)	Indefinite



**Procedure**

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Action	Who	When
<b>I. Program Admissions Records</b>		
1. Retain and store Program admissions records securely, in accordance with UBC policies and timelines	UBC Dietetics Team	As part of Program admissions activities
2. Conduct review of records and destroy any items no longer needed	UBC Dietetics Team	Summer, annually
<b>II. Practice Education Records</b>		
1. Inform practice education preceptors about UBC policies related to student information and records; instruct preceptors not to retain any student information in non-UBC locations or systems	UBC Dietetics Team	As part of preceptor orientation activities
2. Retain and store all practice education records securely, in accordance with UBC and practice education organization policies and timelines	UBC Dietetics Team	During each practice education course
3. Conduct review of records and destroy any items no longer needed	UBC Dietetics Team	Summer, annually
4. Request personal records from the Program (e.g. Criminal Records Check, immunization review) to share with requesting individuals or organizations	Students	As needed
<b>III. Program Completion Records for Regulatory Colleges</b>		
1. Retain and securely store all Program completion records indefinitely	UBC Dietetics Team	Spring, annually



Reviewed by:

	Action	Date	Status
UBC Dietetics Team	Review	April 29, 2022	Revised previous policy <i>1.07 Retention of Student Records</i>
Director of Dietetics	Review	September 1, 2022	Approved