



Academic Student File Policy

Date Approved: 10/4/22

Status: Approved by Cabinet

ABC Department: Academics

Scope of this Policy: This policy applies to student admissions and academic records, whether active or inactive, superseding past policies to provide guidance for the future until such a time as this policy is revised. ABC Student Development also maintains files pertaining to Student Development needs and issues. This policy does not pertain to files kept by Student Development.

Definitions:

1. Student Statuses:

- a. **Active:** a student that is pursuing a certificate, diploma or degree, and who is registered for at least one course in the current academic year.
- b. **Inactive:** a student who is pursuing a certificate, diploma or degree, but who has not enrolled in at least one course in the past year. A student may also become inactive because of conferment of a certificate, diploma, or degree, or by submitting an “Academic Withdrawal and Leave of Absence Form”. Unclassified Students become inactive 5 years after their last course.
- c. **Leave of absence:** an institutionally granted period of time during which a student may remain inactive, and not participate in any courses. Limit of two years. Students will, upon returning, require to be reactivated. Students who are on a leave of absence will have their physical student files relocated to a separate folder in the active student file cabinet.
- d. **Withdrawn:** the status of a student who has submitted an “Academic Withdrawal and Leave of Absence Form,” and whose status has been updated in Populi. File should be changed to inactive status at the time of form processing.
- e. **Unclassified Student/Visiting Student:** an active student who is not a degree seeking student. They are not enrolled in a program, they just take a class from time to time. A student may take up to 5 courses in this manner before choosing a program of study. Their physical student files are located in a separate folder in the active student file cabinet. They will be deactivated if they have not taken a course within the last 5 years.
- f. **Full-time status:** a student in the college who is registered for at least nine credit-hours, but not more than seventeen credit hours per semester. This is the minimum number of hours required for full-time status according to Alberta



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Student Loans. (Additional hours may be taken with permission from the academic dean). A student in the PACE program who takes two 3-credit hour courses in the Fall, Winter, and Spring semesters, or 3 credit hours in the summer, is considered full-time. Note: under ABHE's definitions, full-time status refers to students taking 12 or more credits in a semester (this only affects calculation of ABC's FTE).

- g. Auditor: the status of a student who takes a course, but not for credit.
 - h. Academic probation: the process that is implemented when a student's GPA falls below 2.0 at the end of a semester. A college student may take up to 9 credit hours if this is the second term they are on probation.
 - i. Academic suspension: the status of a student who, after a second semester of academic probation, does not succeed in getting their GPA above 2.0. Remains in effect for two semesters. A student may take 3 credit hours per semester while in this status. If they achieve above a 2.0 average during their suspension semesters, they may return to academic probation status for one semester with the approval of the Academic Dean.
 - j. Academic Dismissal: the status of a student who is dismissed from ABC due to unsatisfactory academic performance (failure to achieve a GPA of 2.0 or greater) after two semesters of academic suspension.
2. Processes
- a. Reactivation: the process by which a student who took a leave of absence, withdrew, or otherwise became inactive is returned to active status.
 - b. Admit/admission: the process that results in a student beginning a new program of study.
 - c. Program change: the process by which a student changes from one ABC program of study or major/specialization to another.
 - d. Upgrade: the process by which, if a student who has completed a shorter program desires to continue on to complete a longer degree can be admitted to their new program without being deactivated in between and going through the readmissions process.
 - e. Readmit/readmission: the process of going through the admissions process a second time due to having been made inactive without a leave of absence or having been gone more than two years. This is handled by the enrollment department.
3. Important Dates
- a. Start date: the date at which a student matriculated into a program of study at ABC.



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- b. Application deadlines: For college August 1 for the fall semester, and December 1 for the winter semester. For PACE courses, the application deadline is two months before the beginning of the student's first course.
 - c. Add/drop deadline: in the college, the deadline (usually the second Friday of the semester) for students to make adjustments to their class schedule by adding or dropping semester-long courses. For PACE courses, the add/drop date is seven days prior to the start of a course. Students dropping a course after this deadline forfeit their tuition. If a student seeks to drop a course for compassionate reasons (i.e., death in the family or grave illness), they may petition the Academic Dean for an exception to this policy.
 - d. Course withdrawal deadline (college semester-long courses only): the date in the semester before which, if a student withdraws, they forfeit their tuition, but earn a "W" on their transcript. Withdrawal after this date results in an "I" or an "F" in addition to loss of their tuition. This date shows up on the annual ABC Calendar of Events. In the Fall semester, the date is mid-November, in the Spring semester the date is mid-March.
 - e. Program Completion: the date upon which a certificate, diploma or degree has been conferred. This date must be after the completion of any necessary 'in progress' courses. If the student has not opted to apply to a further degree (upgrade) their status will be made inactive.
4. Time Definitions
- a. Statute of limitations: the length of time within which a course of study must be completed. For certificates: 2 years; for diplomas: 4 years; for degrees: 8 years.
 - b. Calendar/Catalogue Year: the year of the calendar/catalogue in force when the student matriculated into an ABC program of study
 - c. Academic year/Semester: for the college, an academic year consists of two @ 15-week semesters, one in the fall, and one in the winter, plus the summer months. For PACE an academic year consists of four semesters (fall, winter, spring, and summer), each of which contains two @ six-week blocks of study, plus one six-week block in the summer.
 - d. Credit hour: one credit (or credit-hour) is equivalent to 50 minutes of classroom lecture per week, over a 15-week semester for College programs. In PACE a 3 credit-hour course in a typical 6-week PACE block consists of 5 @ 4-hour class sessions, for a total of 20 hours. In order to achieve a total of 110-120 hours per week (roughly equivalent to a College course), the student should spend 90-110 hours on homework during the 6-week course block, or 15-18 hours per week on homework, including preparation of the final project/take-home final exam in week 6.
5. Other Definitions



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- a. Catalogue/Calendar: the official, published ABC document outlining admissions and program requirements, course descriptions, academic expectations.
- b. Matriculation: Enrollment in an educational institution with intent to complete the designated program
- c. Sunset Clause: the clause which states that students seeking credit for credit-hours older than 10 years old (either for transfer credit from another institution, or from prior attendance at ABC) must appeal to the Academic Dean.

Policy:

Alberta Bible College will comply with local, provincial, and federal bylaws regarding the retention and destruction of student files. Specific policies are detailed below and include (but are not necessarily limited to):

1. Student Activation

- a. Admissions enters a prospective student's basic information into Populi and uploads their documentation as it is received.
- b. Once the student has applied and all necessary documents are uploaded to the Admissions tab on Populi, the student's Admissions status is changed to "Application Completed". The Admissions Team then notifies the Registrar that it is ready for review.
 - i. The Registrar creates a physical file if there is not one already.
- c. The Registrar/Academic Dean reviews the student's transcripts in the case that the student wishes to transfer credit to ABC. Accepted credits are entered into a Credit Worksheet (spreadsheet) or on a physical copy of the student's transcript and are entered into the student's Admissions tab in Populi. See ABC's Transfer Credit Policy.
- d. When the student is accepted, and an acceptance letter is issued, the student's role in Populi is changed to "student" (this generates their Student ID #) and their Admissions status is changed to 'Accepted'.
- e. The Registrar adds in the student's program (undergraduate) under the "Student" tab in Populi. The Registrar, based on the information in the student's application, adds in the student's degree and specialization.
- f. The Registrar uploads the student's Acceptance Letters to Populi and notifies Admissions. Admissions contacts the student to complete Community Documents and Confirmation Fee.
 - i. International Students are also instructed to apply for their Study Permit from IRCC. Admissions will track their Study Permit Status in Populi.



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- g. Once the student has paid their confirmation fee, the student's status is changed to "Confirmed" by Finance. They are then activated as users in Populi by the Registrar (this generates the student's ABC email address, and sends off a welcome email from Populi, along with a request to log in and change their password).
 - i. International students will only be activated as users once their approved Study Permit has also been received.
 - h. The activated student then receives instructions to contact the Registrar to register for courses. Once registered, the Registrar informs the Library and the Student Development Dean so that:
 - i. the Library can input the student into the Library Management System, using the information available in Populi
 - ii. the Student Development Dean can add the student to welcome/orientation lists
 - i. Once the student file is complete, Admissions or the Registrar will transfer the physical file to active student file storage.
 - j. When Unclassified students register for a course, they are activated as users in Populi and the Student Development Dean and Library are notified.
2. Student Inactivation
- a. Students may be inactivated for the following reasons:
 - i. because of conferment of a certificate, diploma or degree, unless they indicate that they wish to proceed directly into another program of study at ABC (upgrade);
 - ii. they file a "Academic Withdrawal and Leave of Absence Form"; in this case they will remain in the active student file cabinet in a separate folder.
 - iii. they go for one full academic year without taking a course at ABC (5 years for unclassified students)
 - b. Student's records in Populi will be checked in May (as part of May Assessment) to see if they should be made inactive.
 - c. Steps for making a student inactive:
 - i. the Registrar and Academic Dean will meet to confirm that a student has met the criteria for being deactivated
 - ii. the student (in the case of 2.a.iii. above) will be contacted via email, and advised that their status will be changed to "inactive," along with the process for being reactivated.
 - iii. The deactivation process includes the following steps:
 - 1. Go to the student profile page in Populi, select the "Student" tab



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2. Go to their degree, and select the three dots, and select “edit degree”
 3. In the “Status” drop-down list, change the student to “inactive”
 4. Save.
 - iv. Change the student’s role.
 1. Go to “Edit Roles” on the left side of the student page.
 2. Uncheck the box beside “Student”
 - d. The registrar then informs the Library and the Student Development Dean that a student has been made inactive so that:
 - i. the Library can update the student’s information in the Library Management System
 - ii. the Student Development Dean can update their student information
3. Student Reactivation in Populi
 - a. A student can request reactivation in writing, or by email, or by applying for readmission.
 - b. The reactivation process includes the following steps:
 - i. Go to the student profile page in Populi, select the “Student” tab
 - ii. Go to their degree, and select the three dots, and select “edit degree”
 - iii. In the “Status” drop-down list, change the student to “pursuing”
 - iv. Save.
 - v. The student’s role as a student may also need to be reactivated.
 1. Go to “Edit Roles” on the left side of the student page.
 2. Check the box beside “Student”
4. Academic Probation and Suspension (from page 20 of the Academic Calendar)
 - a. Academic probation is implemented when a student’s GPA is below 2.0 at the end of a semester.
 - b. Notices of probation or suspension are added in Populi, on the “student” tab, under “Add disciplinary action.”
 - c. The registrar will create and update each semester a spreadsheet to track students who are going on, in, or coming off of academic probation, suspension or expulsion. Reports can be generated in Populi under “Academics”/”Reporting.”
 - d. The probationary period begins in the semester following when their GPA falls below 2.0. If at the end of that probationary semester, the student’s GPA rises above 2.0, academic probation is no longer in place.
 - e. However, if the student’s work is still below a 2.0 GPA at the end of the first probationary semester, academic probation remains in place for a second semester.



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- f. During the second semester of academic probation, the student will be permitted to register in no more than 9 credit hours (3 credit hours in PACE) and will be required to work with an academic coach.
 - g. If the student's GPA remains below 2.0 after the second probationary semester, that student is put on Academic Suspension for two semesters and is limited to no more than 3 credit hours per semester.
 - h. After two semesters of Academic Suspension, if their cumulative GPA is above 2.0 the student may visit with the Academic Dean and request in writing to return as a program student. If not accepted their status will be changed to that of Academic Dismissal.
- 5. Contents of Physical Student Files
 - a. Student File Cover Sheets
 - b. Application
 - c. Personal and Pastoral References
 - d. Personal journey essay
 - e. Correspondence
 - i. Written requests received from students
 - ii. Registrar forms including change of course/program forms
 - iii. Withdrawal/Leave of Absence Forms
 - iv. Correspondence relating to academic or administrative probation or suspension or expulsion
 - v. Original acceptance letters
 - vi. IRCC letters (if applicable)
 - vii. Confirmation of enrollment letters
 - f. Transcripts from previous education (official transcripts are required if the student requests transfer credits)
 - g. ABC Transcripts (for persons who have graduated from ABC)
 - h. Practicum Documents
- 6. Contents of Digital Student Files (for students being accepted during/after Spring 2021)
 - a. Admissions files
 - i. Online Website Application
 - ii. Personal and Pastoral References
 - iii. Personal journey essay
 - iv. Community Documents
 - v. Original acceptance letters
 - vi. IRCC letters (if applicable)
 - vii. Transcripts from previous education (official transcripts are required if the student requests transfer credits)



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- viii. WES or IQAS (optional)
 - b. Correspondence (filed in the student's Activity Feed in Populi)
 - i. Written requests received from students
 - ii. Registrar forms including change of course/program forms
 - iii. Withdrawal/Leave of Absence Forms
 - iv. Correspondence relating to academic or administrative probation or suspension or expulsion
 - v. Confirmation of enrollment letters
 - vi. Practicum Documents
 - c. ABC Transcripts (for persons who have graduated from ABC)
7. File Retention Limitations
- a. ABC Transcripts, previous education transcripts (if they received transfer credits), and any documentation that affected a disciplinary decision will be kept indefinitely. As physical files are culled following the fifth year after a student is made inactive, transcripts and disciplinary documentation will be digitized. Both hard and electronic copies will be kept permanently.
 - b. Physical student files will be retained for 5 years from the date the student was inactivated.
 - c. Culled digital files (files containing previous education transcripts [if they received transfer credits], and any documentation that affected a disciplinary decision) will be kept indefinitely.
8. File Digitization
- a. Files are to be digitized as they are culled (see 7 above)
 - b. Digitization of critical past files is to occur as time permits. The pre-Populi hard-copies of student transcripts are a priority for digitization.
9. File Security
- a. Physical Security
 - i. Files will be kept in a locked filing cabinet in a secure room.
 - b. Digital Security
 - i. Files will be kept on Populi
10. File Destruction
- a. All student file documents that are culled or destroyed will be shredded

Related Information:

- 1. Academic Withdrawal and Leave of Absence Form
- 2. Academic Probation and Suspension Policy
- 3. Transfer Credit Policy

Sources and Resources:

1. **Personal Information Protection Act**
 - <https://www.qp.alberta.ca/documents/Acts/P06P5.pdf>
2. **Freedom of Information and Protection of Privacy Act**
 - <https://www.qp.alberta.ca/documents/Acts/F25.pdf>
3. **Post-secondary Learning Act**
 - <https://www.qp.alberta.ca/documents/acts/p19p5.pdf>
4. **FOIP Frequently Asked Questions for Municipalities**
 - <https://www.servicealberta.ca/foip/documents/faq-municipalities.pdf>
5. **Transcripts and Records Retention policy for Trinity International University**
 - <https://catalog.tiu.edu/graduate/academic-life/policies/>

Policy History:

Date	Author/ Revisor's Name	Key Changes	Approved By
Apr 14, 2021	David Ford, Kris Ford, Marissa Moore	Reviewed all procedures, updated digital file locations	
Nov 9, 2021	David Ford, Marissa Moore	Specified Policy was for Academic Files only, not disciplinary	Cabinet
September 23, 2022	Rachel Hart	Updated Procedure for Student Activation	Cabinet
September 30, 2026	Cory Pytlarz (Academic Dean)	Updated policy with new logo. Renamed policy from "Academic Student File Policies" to "Academic Student File Policy." Removed "Petition for Exception" under Related Information	Cabinet

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