

2.4.11 Storage of Academic Works

A. Preface:

- A.1** At its discretion, the College may retain some or all academic work produced by its students. In exercising this right, the College has a responsibility to store the work in a way that protects personal information contained within the work consistent with the provisions contained within the British Columbia *Freedom of Information and Protection of Privacy Act*.
- A.2** During the period of storage of academic works, the student maintains the right to view his/her works.
- A.3** Works must be retained for a period sufficient to allow for grade appeals. (refer to 2.5.3 *Final Grade Appeals Procedure*)

B. Definitions:

- B.1** ***Academic work(s)***: Academic works include materials produced by a student or group of students to fulfill or partially fulfill requirements for a course or program offered by the College. These works may exist in electronic format. Examples of academic work include assignments, tests and examinations.
- B.2** ***Student(s)***: includes College of the Rockies' students and students in College-recognized partnerships.

C. Procedures:

- C.1** The original copy of an academic work retained by the College will be stored for at least one year after the date on which the student's final grade is posted by the Registrar's Office. If the work may be associated with a grade appeal, the work shall be retained for at least one year from the date on which the grade appeal was resolved.
- C.2** The works shall be stored within a locked cabinet in a room that is normally locked when not occupied and access to the room is restricted to College employees. An example of such a room is an instructor's office. Non-regular faculties are to send all student work to their Coordinator or Department Head to be retained.
- C.3** The instructor or his/her supervisor may determine the location (room) in which the documents are to be stored.

C.4 Electronic files will be stored on the instructor's COTR-network drive or on an off-site server location acceptable to both instructor and student.

C.5 After the period described in C.1, the works may be destroyed. If the works are destroyed this must be done in such a way that the information contained within these documents can not be retrieved. Confidential shredding of paper-based documents and deleting of electronic documents are acceptable means of disposal.

D. Authority/Legislation:

D.1 a. *British Columbia Freedom of Information and Protection of Privacy Act [RSBC 1996] CHAPTER 165*

Issue Date: May 2010	Concerning: Students, Faculty, Administration	
Amendment: (1) November 2011	Reference: Policy 2.5.3 Final Grade Appeals	
Manager Approval:	Title:	Date:
EdCo Approval: <i>Original signed by Jim Bailey</i>	Title: Chair	Date: May 2010
College Approval: <i>Original signed by Nick Rubidge</i>	Title: President/CEO	Date: May 2010