



Policy Name: Transcript Protection
Approving Authority: Academic Council

Policy # AA-035
Approval Date: 1/29/2025
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Next Review Date: 1/2030

Statement

The Transcript Protection Policy of Yorkville University ("Yorkville" or the "University") supports the security of the safeguarding of transcripts of students and alumni of the University. The Academic Council reviews the policy every five (5) years.

Purpose

The purpose of this policy is to ensure the University provides safeguarding and security over the processing of receiving and sending transcripts for BUC students and alumni of the University.

Roles and Responsibilities

The implementation of this policy is the responsibility of the Registrar. The oversight of this policy is the responsibility of the Vice President of Operations.

Definitions

Transcript protection refers to measures or policies designed to safeguard the integrity, privacy, and security of academic transcripts. This can include:

- Data Security: Ensuring that electronic transcripts are stored and transmitted securely to prevent unauthorized access or tampering.
- Confidentiality: Protecting the personal and academic information contained in transcripts from unauthorized disclosure.
- Authentication: Implementing procedures to verify the authenticity of transcripts to prevent fraud or forgery.
- Access Control: Restricting who can request, view, or modify transcripts, typically requiring proper authorization or consent from the student.

Overall, transcript protection aims to maintain the accuracy and confidentiality of academic records throughout their lifecycle.

Policy

The University's Transcript Protection Policy provides the requirement of the Registrar's office to maintain transcripts of University students so they are secure, confidential, and protected. The Registrar's office will receive and process transcripts in a secure environment in compliance with the New Brunswick Right to Information and Protection of Privacy Act (RTIPPA). The Registrar's office will utilize a fully digital system to store and secure transcripts in perpetuity.

Current and former student transcripts are maintained electronically in the student information system. The University transcripts will be retained and archived in perpetuity.

Related Policies and Documents

AD-009 Personal Information Protection Policy