

TO: Academic Board

SPONSOR: Karel Swift, University Registrar

CONTACT INFO: 416 978-7965  
kj.swift@utoronto.ca

DATE: March 12 for March 26, 2009

AGENDA ITEM: 8

**ITEM IDENTIFICATION:**

Statement Concerning Change of Student Personal Information in Official Academic Records

**JURISDICTIONAL INFORMATION:**

The Committee on Academic Policy and Programs oversees matters of academic policy, and is responsible for recommending to the Academic Board amendments to University-wide policy on academic matters.

**PREVIOUS ACTION TAKEN:**

Governing Council approved the *Policy on Names on Official Student Academic Records and Corroborative Documents* on January 9, 1986.

**HIGHLIGHTS:**

The *Statement Concerning Changes of Student Personal Information in Official Academic Records* (Appendix 1) is proposed to replace the current *Policy on Names on Official Student Academic Records and Corroborative Documents* (Appendix 3). The draft Guidelines, which will be further revised to address issues raised at the Committee on Academic Policies and Programs and with further consultation with academic divisions, are attached for information (Appendix 2).

The existing *Policy* is out-of-date and confusing in that it is no longer responsive to the current needs of our students. The *Guidelines on Access to Official Student Academic Records*, formulated in 2008, specify the University's current definition of what constitutes an academic record.<sup>1</sup>

The proposed *Statement* will better enable the University to balance its duty to protect the integrity of the academic process and its records with the student's interest in using a name which may differ from their formal legal name but is consistent with their identity. The *Statement* also provides for students to change the gender recorded in our academic records.

---

<sup>1</sup> The *Guidelines on Access to Official Student Academic Records* were developed in concert with the *Statement to Access to Information and Protection of Privacy at the University of Toronto*.

*Statement Concerning Change of Student Personal Information in Official Academic Records*

The *Statement* and draft Guidelines have been discussed with University legal counsel, the University Ombudsperson, with divisional registrars and with the Office of the Vice-President and Provost, all of whom are supportive.

**FINANCIAL AND/OR PLANNING IMPLICATIONS:** N/A

**RECOMMENDATION:**

The Committee on Academic Policy and Programs recommends to the Academic Board:

THAT the *Statement Concerning Student Personal Information in Official Academic Records* be approved, effective for the May 2009 Summer Session;

and

THAT the *Policy on Names on Official Student Academic Records and Corroborative Documents* (approved January 9, 1986) be rescinded.