



CONFIDENTIAL STUDENT RECORD ACCESS WAIVER FORM

The University of Calgary has a Policy on the Confidentiality of Student Educational Records that was approved by General Faculties Council in 1989 and is in compliance with both federal and provincial legislation which deal with privacy and confidentiality matters. This policy defines what information is considered public and who has access to student records. All students have the opportunity to view their own record excluding file memos marked as confidential and information which was provided in confidence (either explicitly or implicitly). Students will be permitted to view such files under conditions which prevent any alteration or mutilation of the file or its contents and in the presence of a supervisor. This includes both Registrar's and Faculty/Department Office files.

At the University of Calgary - Qatar the following information is defined as the student's public record: name, dates of registration and graduation, faculty of registration, and degree/diploma awarded. All other data is considered confidential and will be used and disclosed in accordance with privacy legislation.

Confidential records include but are not limited to:

- Information contained on a completed application form
- Official and unofficial copies of education transcripts
- Courses in which a student is enrolled
- All grades, both final and on individual assignments
- English language proficiency exam results (e.g. CAEL, TOEFL)
- Sponsorship information

However, in keeping with the Confidentiality Policy, students can authorize the University of Calgary-Qatar (UC-Q) to release the student's confidential record to named individual(s) by completing this Waiver Form. This Waiver Form will be kept on file by the University of Calgary – Qatar (UC-Q) and no confidential information will be released to any non-UC-Q person unless that individual is specifically named on this form.

Completion of this Confidential Student Record Access Waiver Form authorizes the University of Calgary-Qatar to provide details of the student's confidential academic record, including grades to:

 Name

 Relationship

 Name

 Relationship

I have read and understand this Confidential Student Record Access Waiver Form, and I agree to comply with all the rules and regulations.

X

 Signature of Applicant

 Student ID (UCID)

 Year

 Month

 Day