DOCUMENTS REQUIRED TO BE RETAINED ON OFFICIAL STUDENT FILE

Guide for all Academic and Professional Staff

Admission and enrolment documentation i.e. ALL documents, including emails relating to:

- Entry and enrolment in a program
- Direct Entry applications and supporting documents
- Exemption applications and supporting documents

Note: Large supporting documents such as books, course content documents, discs or USB's, etc to be returned to student after assessment, where practicable.

- HECs forms
- All forms such as:
    - Reinstatement
    - Administrative Withdrawal
    - Deferment of program
    - Exclude
    - Change of Majors
    - Change of Course Structure Codes
    - Requests to Add Course/s Late
    - Program Structure Checklists
    - Change of name
    - Citizenship Residency Change Checklist
    - Enrolment variation
    - Authority to Release Personal Information
    - and all supporting documentation
- Waive Penalty Forms and supporting documents
- Deferred Exams forms and supporting documents

- Documentation relating to postgraduate students such as examiners reports, dissertations and conferring of awards
- Show cause letters, responses and outcome documents
- Academic Progression letters
- Exclusion letters
- Medical Certificates (**not** those related to assignment extensions)
- Letters and emails relating to personal information and enrolment details
- Mail or communications that have been returned by post office plus the returned envelope

Documents should be forwarded to Corporate Records for inclusion on official Student Files by:

1. **Sending electronic documents (e.g. emails, word documents, including bulk mail–outs, etc.) to Student RecordsTrim@usq.edu.au (preferred method)**

   or

2. **Forwarding hard copy documents to Corporate Records via the internal mail or the established method within your faculty/section.**

More information about student records can be obtained from the Corporate Records website available at http://www.usq.edu.au/records/web-drawer

Enquiries concerning student records should be directed to:

Heather Kitzelmann
Phone: 4631 1656 or email
Email: heather.kitzelmann@usq.edu.au