

 <b>BRANDON UNIVERSITY</b>	<b>Student Records Policy</b>	<b>Approved by:</b> Education Faculty Council Senate (March 19/24)
<b>Faculty of Education Administrative Policy</b>	<b>First Approved:</b> August 2016	<b>Updated:</b>

**1.0 Policy General Purpose**

In pursuing a post-secondary education, students must be aware that various types of information relating to that pursuit are maintained by the University. At the same time, students have the right to limit and control what information about themselves they will reveal to others and what uses may be made of this information. For its part, Brandon University has an interest in the compilation and maintenance of information necessary to carry out its statutory functions. This policy is designed to permit the University to compile and maintain such information, while ensuring the student’s right to privacy following FFIPA and PHIA. The policy is intended to reflect a balance between the obligations of the University to its students and its responsibilities to society.

**2.0 Policy Guidelines**

If students misrepresent information in their record, this will be grounds for a professional standards review.

**3.0 Scope of the Policy**

Applies to all students in Faculty of Education programs.

**4.0 Definitions**

For the purpose of this policy, unless otherwise stated, the following definitions shall apply:

Student Record	The Student Record consists of that information collected and maintained on individuals who have applied for admission to and/or have registered in courses offered by and/or have graduated from Brandon University.
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**5.0 Reference to Other Policies**

Brandon University Student Record Policy

**6.0 Approval Process**

Faculty of Education

**7.0 Appendices**

None

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**Procedures**

Inquiries may be directed to the Office of the Dean of Education at [deanofed@brandonu.ca](mailto:deanofed@brandonu.ca) or (204) 727-9616.

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