

 BRANDON UNIVERSITY	Student Records Policy	Approved by: Education Faculty Council
Faculty of Education Administrative Policy	First Approved: August 2016	Updated:

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.
----------------	---

5.0 Reference to Other Policies

Brandon University Student Record Policy

6.0 Approval Process

Faculty of Education

7.0 Appendices

None

Procedures

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