

SENATE

The Senate is the primary academic governing body of the University. *The Brandon University Act* gives the Senate general charge over all matters of an academic nature. It has the power to determine degrees, diplomas and certificates to be granted by the University and the individuals to whom they will be granted; course changes and approvals; and the approval of the academic schedule. Matters on which the Senate recommends to the Board of Governors include: new programs; the creation of, or changes to, academic units at the University, agreements for joint instruction with other institutions; the affiliation or association of the University with any college established within the province.

Office Files

Files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.



Convocation Files

Authority: *The Brandon University Act*

Purpose of Collection: To maintain records on prospective graduands

Information: Personal information may include: name, home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status; SIN, student number; transcripts, education history.

Other Uses and Disclosures: Most information is part of the student's academic or biographical records.

Retention and Disposition: Records are transferred to Financial & Registration Services upon completion of convocation. Records are destroyed after three years.



Microfiche Files

Authority: *The Brandon University Act*

Purpose of Collection: To maintain records on inactive student records for possible reactivation of student.

Information: Personal information may include: name, home address; home telephone number, date of birth, age; gender; marital/family status; SIN; student number; transcripts; credit card number; education history;

Other Uses and Disclosures: None

Retention and Disposition: Kept indefinitely



Scholarships & Awards Files

Authority: *The Brandon University Act*

Purpose of Collection: To obtain information from students who wish to apply for, or are recommended to receive, scholarships and bursaries

Information: Personal information may include: name, maiden name; home address; home telephone number; date of birth, age; gender; marital/family status; SIN; student number; transcripts; education history; resumes; reference letters, disabilities; financial report.

Other Uses and Disclosures: None

Retention and Disposition: Inactive records disposed after one year.