

 <p>BRANDON UNIVERSITY Founded 1899</p>	<h2>Student Records Policy</h2>	<p><i>Approved by:</i> Senate & Board of Governors</p> <p><i>Administered by:</i> Senate</p>
<p>Senate & Board of Governors Policy</p>	<p><i>First Approved:</i> September 17, 1996</p>	<p><i>Updated:</i> September 28, 2006 September 27, 2007</p>

I. Preamble

In pursuing a post-secondary education, students must be aware that various types of information relating to that pursuit are maintained by the University. Subject to certain limitations, 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. Brandon University has an interest in the compilation and maintenance of information necessary to carry out its statutory functions. This policy is designed to outline the manner in which the University compiles and maintains such information, taking into account a student's right to privacy.

II. The Student Record: A Definition

For the purpose of this policy, 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.

A. Components of the Student Record

There are several components of the Student Record at Brandon University. A discussion of the data elements of, and issues relating to, each component is given in Section VII below.

B. Student Record Format

The Student Record and its components may be in the form of hard copy files, computerized data bases, microfiche or microfilm.

III. Collection of Student Record Information

A. Brandon University accepts the general principle that Student Record information should be collected only as needed for the performance of the University's statutory functions, or as required or permitted by law.

B. Student Record information the University desires to obtain shall be classified into one of two categories: either mandatory information or voluntary information.

1. Mandatory Information is that information which the University can demonstrate to be necessary for the performance of the University's statutory functions, or which is required or permitted by law or regulation to be collected.
2. Voluntary Information is that information which the University may believe to be desirable but which is not necessary to provide services to students. Voluntary information may only be collected with the consent.

All instruments used by Brandon University to collect Student Record information shall clearly identify which information is mandatory and which is voluntary.

- C. The University shall not collect as mandatory information that which pertains to an individual's race, creed, colour, ethnic origin, socio-economic status, political or religious affiliation or belief, civil and/or criminal charges and/or convictions, sexual orientation, personal lifestyle, associations, social views, habits or affiliations, and place of birth. Notwithstanding the foregoing, students entering the First Nations and Aboriginal Counselling Degree Program, the B.Sc.P.N. Degree Program, Year 2 of the B.N. Degree Program and Education students registering for Field Experience courses are required to provide evidence of current and acceptable adult criminal records checks and child abuse registry checks.
- D. Voluntary Information pertaining to a student is not to be collected, recorded or maintained by the University unless voluntarily provided by the student. No individual shall be compelled by any means to provide voluntary student record information to the University. No form of penalty shall be applied to any individual who declines to provide voluntary student record information to the University.
- E. When voluntary information is sought for statistical purposes (e.g. marital status), the student(s) involved shall be advised of the intended use of the information. In all cases, information sought and collected by the University for statistical purposes shall ensure student anonymity.

IV. **Confidentiality and Responsibility**

- A. The University takes reasonable steps to protect student record information from being inappropriately accessed, used, modified, copied or disclosed. Members of the University community are required to respect the confidentiality of all information about students which they acquire in the course of their work.
- B. For the purpose of this policy confidential information means all student record information except:
 1. The surname and given names of all graduates of Brandon University, the names of

the credentials obtained and in what program (i.e., areas of concentration), and the date of graduation;

2. The names of recipients of awards, scholarships and prizes.
- C. Unless authorized by the student in writing, or unless required or permitted by law, confidential information shall be released only to authorized members of the University Community for the conduct of internal University business when a demonstrated need to know has been established (e.g., employment duties and/or committee responsibilities). Information so released shall be treated confidentially by said members of the University Community.

V. Access to and Disclosure of the Student Record

A. Access to the Student

1. Subject to certain exceptions specified by law, individuals have the right of access to all of the contents of their Student Record in all of its formats, and are entitled to an explanation of any information contained in their Student Record. Please note that individuals will not be granted access to confidential letters of reference.
2. Individuals requesting access to their Student Record shall supply appropriate identification.
3. Access shall be granted only under the supervision of appropriate University personnel.
4. The individual has the right to have included in his/her Student Record his/her written comments on the accuracy or the meaning of any of the items in his/her Student Record and to add documents to that record that he/she deems relevant. All such additional materials shall be dated and signed by the student.
5. The individual has the right to have removed from his/her Student Record any material which can be shown to be false, unsubstantiated, or inappropriately placed in his/her Student Record. Any disputes between the individual and the University on the removal of material from the individual's Student Record shall be referred to the Senate Curriculum and Academic Standards Committee or the Senate Graduate Studies Committee as appropriate for resolution. The individual may also make a complaint to the Privacy Ombudsman of Manitoba.
6. The individual, for a nominal fee at his/her own expense, may obtain a copy of any information to which he/she has the right of access present in his/her Student Record. The only exception is the official transcript of the individual's academic record if there are outstanding financial debts to the University.

B. Disclosure to Parents, Educational Institutions, Government Agencies, Other Agencies and Researchers

1. Disclosure of confidential information in an individual's Student Record to parents, educational institutions or other external agencies must be authorized in writing by that individual, unless otherwise required or permitted by law. Confidential information in an individual's Student Record may be released without consent where, for example; the disclosure is necessary to protect the mental or physical health or safety of any individual or group of individuals; to comply with any subpoena, warrant or order issued by a court with jurisdiction to compel the production of the information; where required for legal proceedings or law enforcement; or where otherwise required or permitted by law.
2. Government agencies that can demonstrate that the University is required or permitted by law to provide information of a student's registration status will receive such information upon request.
3. It is recognized that disclosure of certain statistical information, based on Student Records, to government agencies is required by legislation and/or Council on Post Secondary Education policies. Unless required, such disclosure shall be done in a manner which ensures student anonymity.
4. Disclosure of statistical information, based on Student Records, to members of the general public shall be done in a manner which ensures student anonymity.
5. Academic researchers within the University and external to the University shall be permitted access to an individual's Student Record only with the informed and freely given written consent of the individual involved or, if the individual is deceased, with the written consent of the individual's family and/or the executor of the individual's estate.
6. Access to the University data base for statistical purposes shall be subject to the approval of the University Research Ethics Committee and shall always ensure student anonymity.

C. Disclosure to the Brandon University Students' Union

For the purposes of BUSU elections and by-elections and Student Senator elections and by-elections, the University shall provide BUSU's designated Returning Officer with a list of all students by faculty registered for three credit hours or more of course work during the current academic year, along with each student's faculty at no cost to the Student Union. Such a list shall be provided upon receipt of a written request from BUSU's designated Returning Officer to the University Registrar.

D. Disclosure to the Brandon University Alumni Association, the Brandon University Students' Union and the Brandon University Foundation

Brandon University Alumni Association, the Brandon University Foundation and the Brandon University Students' Union enjoy a special relationship with the University. The President of the University may release additional information to the Alumni Association, Foundation, Students' Union where this information is to be used for official Alumni Association, Foundation, Students' Union and/or University business. It is incumbent upon the Alumni Association, the Foundation and the Students' Union to respect the confidential nature in its use of this information.

VI. Maintenance and Retention of the Student Record

The permanent retention of Student Record components is valid for academic, legal, administrative, and historical purposes. It is also recognized that some record material need not be maintained in perpetuity. Specific maintenance and retention methods and procedures should conform to current professional standards.

VII. Components of the Student Record at Brandon University

A. The Official Academic Record

The Official Academic Record contains materials used for admission to, and the documentation of the academic performance at, Brandon University. The Official Academic Record is housed in the Financial and Registration Services Office. The University Registrar and the Vice-President (Administration & Finance) are responsible for the security, accuracy, and disposition of the Performance File.

1. The following information shall be included as Mandatory Information in the Official Academic Record of an individual: the application for admission, documents supporting the application, correspondence dealing with the processing and disposition of the application, transcript material, documentary materials supporting transcript material, e.g. registration forms, grade change reports, etc., correspondence dealing with academic progress, including grade and registration appeals material (if any), the individual's full legal name and corresponding Student Number; permanent, current mailing address, and next of kin; date of birth; gender; citizenship; marital status; previous academic record; letters of reference (if required); admission status and date; academic program; level and number of hours of study; a complete record of courses registered for and the resultant academic status; academic status at the end of each term/session; athletic eligibility status (if applicable); academic awards and scholarships (if any); Registration status changes; grade point averages (degree and cumulative); Senate Curriculum and Academic Standards Committee or Senate Graduate

Studies Committee decisions (if any); major/minor; dates of graduation and degree(s) received.

2. Changes to an Official Academic Record are made only by authorized personnel in Financial and Registration Services and the Senate Office, and made only on the authorization of the University Registrar, acting upon the recommendation of the relevant Academic Dean, the Senate Curriculum & Academic Standards Committee, the Senate Graduate Studies Committee, and/or the Senate. The University Registrar is responsible for the security, integrity, accuracy, and disposition of the Official Academic Record.
3. The Official Academic Record database shall be maintained in perpetuity as per Section VI.
4. In recognition of the confidential nature of Student Records, the following policy shall govern the security of the online screens:
 - a. Certain portions of an individual's Official Academic Record may be accessed via computer online by authorized University officials (or their designates) in the course of the performance of their duties.
 - b. It is the responsibility of the authorized user of the online screens to ensure that the access terminal is located in a secure location, that unauthorized access is prohibited, and that the terminal is "logged off" when not in use by authorized personnel;

B. The Official Transcript

1. The transcript component of the Official Academic Record shall be maintained in perpetuity to provide authorized access for the retrieval of transcripts.
2. Students are entitled to an official transcript of their academic record, unless there are outstanding financial debts to the University.
3. Nominative information contained on the transcript shall be limited to: the individual's full legal name and corresponding Student number; address; date admitted; and student status on admission.
4. Performance and administrative data elements of the transcript shall reflect standard professional practice.
5. A transcript shall not be released without written authorization by the individual concerned.

VIII. Any dispute which may arise with respect to this policy shall be resolved by Senate and the Board of Governors in consultation with each other. In the event that such cannot be done to the

mutual satisfaction of each party, all unresolved disputes whether they be questions of interpretation or implementation will be referred to a joint 'dispute resolution' sub-committee consisting of the two Senate representatives to the Board, the Board's representative to the Senate, the Vice-President Advocate of Brandon University Student's Union, the Vice-President (Academic and Research, the Vice-President (Administration and Finance) and the President who shall act as Chair and vote in the case of a tie. The joint 'dispute resolution' committee shall establish its own rules and procedures. Having reached a decision on any matter referred to them, the 'dispute resolution' committee through their respective representative(s) will inform the Senate and the Board of Governors accordingly.

- IX. It is recognized that, in order to facilitate the performance of its functions, various areas of the University collect and maintain additional information about students. Such information, whether in the form of private notes, hard copy files, computerized data bases, microfiche or microfilm, shall in all cases be managed in accordance with the principles contained in the Student Records Policy.

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