
FACULTY OF HEALTH STUDIES

Subject:	Course Material Retention	Date:	August 31, 2006
Department:	Nursing/Psychiatric Nursing	Revised:	May 28, 2012
Program:	Bachelor of Nursing Bachelor of Science Psychiatric Nursing	Reviewed:	March 4, 2019

PURPOSE: To outline standards for the retention of completed course work and examinations.

POLICY:

Course work and examinations must be kept for a minimum of 120 days from the date the final grade was issued. Formal grade appeals must be submitted within 30 days from the date the final grade was issued (Brandon University Calendar, Coursework and examinations: Grade Appeals). After this time, course work and examinations may be shredded.