

**BRANDON UNIVERSITY
FACULTY OF HEALTH STUDIES**

Subject:	Student Record Retention	Date:	January 24, 2011
Program:	Master of Psychiatric Nursing	Revised:	October 20, 2016
		Reviewed:	October 9, 2024
		Approved at Faculty Council:	January 25, 2021

PURPOSE:

To outline standards for the compilation, access, and maintenance of Graduate Health Studies Student Record information.

POLICY:

The Student Record: A Definition

The Student Record will consist of information collected and maintained on individuals who have been accepted into a Graduate Health Studies program.

Components of the Student Record

- Application for Admission and Accompanying Documents
- Copy of Acceptance Letter
- Annual Progress Reports
- Annual Proof and Verification of Active Registration as a Registered Psychiatric Nurse or Registered Nurse
- Coordinator/Advisor notes
- Copy of Tutorial Course Registration forms
- Correspondence dealing with academic progress, including grade and registration appeals material
- Other materials as pertinent

Access to and Disclosure of the Student Record

A student may view their Student Record under the supervision of an Advisor or Office Assistant by following the requirements of Brandon University's Student Records Policy, Section V.

Maintenance and Retention of the Student Record

Student Record files will be maintained and secured by the Graduate Program Office Assistant for a period of five (5) years following graduation. After five years, the content of the Student Record file will be shredded.