
FACULTY OF HEALTH STUDIES

Subject: Course Material Retention **Date:** August 31, 2006

Department: Nursing/Psychiatric Nursing **Revised:** May 28, 2012, March 11, 2024

Program: Bachelor of Nursing **Reviewed:** March 4, 2019
Bachelor of Science Psychiatric Nursing

Approved at Faculty Council:
April 29, 2024

Approved at Senate:
June 18, 2024

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. After this time, course work and examinations may be shredded or deleted in the case of electronic files.