

**FACULTY OF HEALTH STUDIES  
GRADUATE HEALTH STUDIES**

---

**Subject:** Student Record Retention      **Date:** January 24, 2011  
**Program:** Master of Psychiatric Nursing      **Revised:** October 20, 2016  
**Last Reviewed:** November 21, 2016

---

**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.