

 <b>BRANDON UNIVERSITY</b>	<b>Course Material Retention Policy</b>	<b>Approved by:</b> Science Faculty Council Senate (15 October 2024)
Administrative, Undergraduate/Graduate	<b>First Approved:</b> 27 August 2024	<b>Revision History</b> <b>Revision Date:</b>

**1. Policy General Purpose**

To provide guidance for the retention of completed coursework for courses and associated laboratories offered in the Faculty of Science.

**2. Definitions**

Coursework encompasses all work (e.g., essays, presentations, examinations, quizzes) in any format (i.e., paper, digital) produced by students for assessment purposes in a course/laboratory.

**3. Policy Guidelines**

Any course work and examinations must be kept for a minimum of 180 days from the date the final grade was issued. Beyond this date, paper copies may be shredded and electronic files deleted.

**4. Scope of the Policy**

This policy applies to all courses offered in the Faculty of Science.

**5. Reference to Other Policies**

Student records policy

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Inquiries about this policy may be directed to the Office of the Dean of Science at [science@brandonu.ca](mailto:science@brandonu.ca).

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