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## Directory of Records – General

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### Office – Faculty of Business

<b>Description of the Mandate and Function:</b>
The Faculty of Business administers Athabasca University's Master of Business Administration program, the Post Baccalaureate Diploma in Management, the Doctor of Business Administration and Leadership & Management Development (LMD) courses.
<b>General Classes or Types of Information:</b>
<ul style="list-style-type: none"><li>• Student Files</li><li>• Requests for program information</li><li>• Information relating to marketing of programs and marketing plans</li><li>• Information relating to convocation</li><li>• Course Production and Materials</li><li>• Common administrative records including staff leave request forms, finance records, university committee meeting minutes, institutional reports and general program &amp; service information.</li></ul>
<b>PIB Titles:</b>
<ul style="list-style-type: none"><li>• Academic Misconduct Records</li><li>• Administrative and IT Databases</li><li>• Committee Databases</li><li>• Course Production Databases</li><li>• Student Records</li><li>• Marketing Records and Activities</li><li>• Faculty of Business - Undergraduate</li><li>• Finance Records and Activities</li></ul>
<b>Copies of Records Located:</b>
Office of the Registrar, Finance and other departments as required.
<b>Policy &amp; Procedure Manuals, Guidelines, Handbooks, Etc.:</b>

- Student Handbook
- Coaches Handbook
- Program Brochures

**Remarks:**