

Personal Information Bank Form

Date: January 19, 2016

Title (Name) of PIB: Course Withdrawals Files	File Number: N/A
Location – Primary Office: Centre for Nursing and Health Studies	
Location – Other Offices: None	
Information Maintained (description): Documentation of graduate course withdrawals	
Individuals: Graduate Students	
Legal Authority: Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act	
Purpose:	
Remarks: Course withdrawal I snoted in the student's record in CNHS web-based application and the cancellation itself is performed in Banner. Paper course withdrawal request is microfilmed as a permanent record, with the original sent back to CNHS and retained for one year.	