



6.F-2008: Release of Student Grades & Work Policy

1. Purpose

To ensure that student work is returned and grades are released in a manner designed to protect the anonymity of students and comply with the privacy rules in Alberta's *Personal Information and Protection Act*.

2. Policy

St. Mary's University recognizes that illegitimate access to personal information can harm the reputation, financial status and/or physical well-being of an individual. With that in mind, the University accepts responsibility for protecting the personal information held about staff, faculty, students and external stakeholders.

This policy outlines the principles and practices followed in releasing student grades and student work. This policy applies to the institution of St. Mary's University as well as any person or organization providing services on our behalf. A copy of this policy is provided to any individual on request.

2.1 Release of and Access to Student Grades

Student grades are personal information and therefore the posting of grades in any format that can lead to the identification of the individual is an unreasonable invasion of personal privacy.

Grades must not be posted unless all precautions are taken to protect student confidentiality. Neither names, nor St. Mary's University ID numbers, nor lists of identifiers which retain the original alphabetical order of names on a class list may be used for posting grades. Instructors may post grades provided that they code identities in co-operation with students in order to completely anonymize lists.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
Board of Governors	Academic			Every 5 years

Final grades must not be emailed directly to students. Students can access their final grades through the web-based self-service system provided by PowerCAMPUS which is password-protected.

The instructor is the only person that can provide a verbal grade to a student and must be in a confidential environment in order to do so.

Access to a student's grades is provided to staff and faculty who work in advising, the Office of the Registrar, Dean or Vice-President Academic & Provost, as required in the fulfillment of their duties.

Under no circumstances are grades released to other individuals or organizations, including parents and other post-secondary institutions, except with the completion of a *Request for Transcripts* form or an *Information Release* form which authorizes the institution to release grades on a one-time basis.

Aggregate information on student grades may be released publicly.

Final grades are to be retained by faculty for two years and by the Office of the Registrar permanently.

2.2 Release of Student Work

All reasonable measures shall be taken to ensure confidentiality of both students' work and instructors' assessments. Under no circumstances shall any form of graded work be left in an unsupervised public place. Students who want someone else to pick up any form of graded work for them must authorize that person in writing. Students may provide a stamped, self-addressed envelope to the instructor for the return of graded work.

At the instructor's discretion, electronically submitted assignments may be returned to students electronically, along with the instructor's grades and comments, provided reasonable precautions are taken to protect student confidentiality.

Examinations and other assignments not returned to students must be retained for at least six months after the end of term so that the students have a reasonable opportunity to obtain access to them. These materials will be stored in the faculty

member's office except in cases where the instructor is leaving the University (e.g. sessional instructor or sabbatical leave). If the faculty member will be unavailable, course work will be stored in the Office of the Registrar or in the office of the Area Chair.

If an examination or assignment is used as evidence in a grade appeal or some other dispute resolution procedure, it must be kept for one year from the date that it was last used.

After the appropriate retention period, examinations and other assignments are to be disposed of by shredding.

2.3 Use of Student Work

From time to time, instructors of the University may find it helpful to use student course work as illustrative materials in classroom presentations, including being posted on the internet. The posting of such work for display involves two issues:

- Disclosure of personal information
- Matters of copyright

In order to ensure the University has appropriate consent to use such works in this manner and consent to disclose personal information, the *Student Work Authorization* form (Appendix A) must be completed.

Student Work Authorization Form

I _____ , _____
(Print Name in Full) Student ID #

authorize St. Mary's University College to use:

Please indicate your choices by checking the boxes:

1. any materials I have prepared for courses in my program ☐
2. any material I have prepared for the course _____ ☐
3. the example of my work as attached to this form ☐

as reference examples or for non-commercial educational purposes for a period of up to three years from the date recorded below and for annual extensions upon renewal of this authorization form.

The copyright and moral rights for this work shall remain with me as author. The University College shall not alter the content of the identified submittals without my written consent.

I consent to the following personal information appearing with these materials

Please indicate your choices by checking the boxes, if any:

1. My Name ☐
2. My Image ☐
3. My Address ☐
4. My E-Mail Address ☐
5. Other items of personal information (please specify below) ☐

In signing this form, I give my consent to use the materials identified herein and the publication of the personal information identified herein for the initial time period of three years. I reserve the right to notify the University College in writing at any time to revoke the permission given herein.

Signature

Date