

SUBJECT: POSTING OF GRADES

The practice of posting of student grades in identifiable form, by name or by student identification number sorted in alphabetical order, is an unreasonable invasion of privacy and not appropriate under the Freedom of Information and Protection of Privacy Act. Student names, identification numbers and grades fall under the definition of personal information in the Act.

If faculty intend to post grades, it is their responsibility to ensure that all students are advised of this process at one of their first classes and provide the students with the option of choosing to receive their grades via another manner, agreeable to the Faculty member and the student. Grades should be posted in a non-identifiable format. It is recommended that the individual Faculty member should be in the best position to decide what format this non-identifiable format should take. Whatever the format, it must ensure confidentiality for the student.

Note: All grades should be clearly labelled “Unofficial” (grades are not official until they appear on a student’s academic record).