

Frequently Asked Questions Faculty Members

Can student grade lists be posted?

The Freedom of Information and Protection of Privacy (FOIP Act) does not prevent the posting of grades if it is possible to do so in a way that protects the confidentiality of the information. In the past, grade lists were posted by the student ID number which was considered to be a confidential identifier. However, the broad internal use of the student ID number has significantly decreased its capacity to serve as a confidential identifier. Grades should, therefore, NOT be posted TJ [(T)-3.2 (h)2.3 (is)9.6 (is)-1.3 (in)13.1 (k)-2.6 (e)-3 (e)-3 (

How long are professors required to keep papers, assignments, and exams that students have not picked up?

Papers, assignments, projects and ~~and~~ exams are returned to students throughout the term. They are either returned directly to the student or the student is notified where and when assignments/exams can be retrieved. This term work is considered to be the property of the student and the student is ultimately responsible for its long-term retention. Nevertheless, ~~the~~ University has a responsibility to ensure that the student has had ample opportunity to retrieve term work and to ensure that the work is secure until retrieved. Professors should therefore retain papers, assignments, and exams that have not been picked up by students for a reasonable length of time ~~generally~~ 6 months following the end of term. Students should be informed about the retention of assignments and exams ~~See University~~ Retention Rule 2000.01

Does email correspondence received from students need to be retained for a specific length of time?

The University is required to keep all records used ~~in~~ a decision about a person for ~~a~~ minimum of one year. If the (e)7.8 (rs)7 h 0/TT scn Reoi71ton313R [(R)0ud0 08-4.32.58-408 (08-40)8-418 (0)-207 (m)

Can students access and receive copies of their own previously completed examination papers?

Yes. Students have access to and can request copies of their own completed examination papers. Answers to examination questions are a part of the student's educational history and are, therefore, considered the personal information of the student. If the exam questions are going to be used again in the near future, the questions may be severed from the record before releasing the answers to the student.

How should marked exams, lab reports and essays be distributed to students? Can they be left unsupervised on a table in the hallway or in the classroom so that students can retrieve them on their own?

Will a student be able to access a letter of reference that was submitted in confidence when the student is the subject of the letter?

Generally speaking, evaluative opinions are the personal information of the person being evaluated and the Act allows individuals, subject to limited and specific exceptions, a right of access to personal information about themselves. In the case of a reference letter submitted by a writer with the expectation that it would be held in confidence, the privacy rights of the author may limit the right of the subject to access the letter in its entirety.

Is a student entitled to view evaluative opinions of a selection committee for admission/awards?

