STUDENT MANAGEMENT
Records relating to the management of students within the university

ST60: Grade/Course Credit Submission

These records are comprised of course grades and credits submitted to the Registrar/Graduate Studies Office for upload into the student information system (Quest).

Course grades and credits for certain milestones such as ELPE and WHMIS are uploaded to Quest either in a bulk process from data files or manually from paper forms submitted by units responsible for courses and course milestones.

This records class excludes milestone completion forms which pertain to individual students.

Media: Electronic
Related Records: For milestone completion forms pertaining to individual students, see ST65: Student Files, Graduate and ST68: Student Files, Undergraduate

Responsible Unit(s): Registrar; Graduate Studies Office
Retention: 2 years after the end of the term in which the grades/credits were submitted
Disposition: Secure Destruction

Other Copies: Units submitting grades/course credits or receiving copies of uploaded files
Retention: Up to 2 years after the end of the term in which the grades/credits were submitted
Disposition: Secure Destruction

Version: 1.00
Approved: July 26, 2010