ST60 – Grade/Course Credit Submission

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

Content & Scope
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.

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

Responsible Unit
Registrar’s Office; Graduate Studies and Postdoctoral Affairs

Information Steward
- Registrar, for undergraduate student course grades and credits.
- Associate Vice-President, Graduate Studies and Postdoctoral Affairs, for graduate student course grades and credits.

Privacy Classification
Restricted

Retention
2 years after the end of the term in which the grades/credits were submitted

Disposition
Secure Destruction

Retention Rationale
The retention period allows enough time for errors or anomalies in the upload process to be corrected.

Other Units With Copies
Units submitting grades/course credits or receiving copies of uploaded files

Retention of Copies
Up to 2 years after the end of the term in which the grades/credits were submitted
Disposition of Copies
   Secure Destruction

Approval Date(s)
   July 26, 2010