ST62 – Grade Revisions

These records relate to authorizing revisions to students' grades posted in the student information system.

Content & Scope
Authorization for grade revisions varies from faculty to faculty.

This records class excludes changes to grades made as a result of petition, discipline, grievance, or appeal procedures.

The records include grade revision forms and related correspondence.

Related Records
• For records related to petitions, see ST65: Student Files, Graduate and ST68: Student files, Undergraduate
• For records related to student grievances, see ST88: Student Grievances Case Files
• For records related to student discipline, see ST85: Student Discipline Case Files
• For records related to student appeals, see ST80: Student Appeals Case Files

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

Information Steward
• Registrar, for undergraduate student grade revisions.
• Associate Vice-President, Graduate Studies and Postdoctoral Affairs, for graduate student grade revisions.

Privacy Classification
Restricted

Retention
2 years after the end of term in which the revisions were submitted

Disposition
Secure Destruction

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

Other Units With Copies
Academic departments and schools
Retention of Copies
   Up to 2 years after the end of the term in which the revisions were submitted

Disposition of Copies
   Secure Destruction

Approval Date(s)
   October 27, 2010