
EVALUATION, GRADING AND CREDIT ELIGIBILITY

Description: These records relate to course grades and credits submitted to the Office of the Registrar/Graduate Studies Office for upload to the student information system (currently Banner) and authorizing revisions to students' grades in the student information system (currently Banner). These records may include change of grade forms, request for reread of a final examination, challenge for credit notification, transfer credit notification and letters of permission. This class also includes School of Graduate Studies records related to the administration of graduate thesis examination and doctoral defences and comprehensive exams including: recommendation for comprehensive exam, appointment of thesis examiners, supervisory approval form, thesis revision forms, oral defense forms, examiner thesis evaluations and thesis/report deposit forms.

Filing Guidelines: Destroy paper documents once in electronic form. Faculties, departments or schools that are retaining evaluation, grading and credit eligibility documents shall destroy change of grade forms, requests for reread of a final examination and challenge for credit notification results and associated supporting documents two (2) years after the student has graduated. Faculties, departments and schools shall destroy documentation of student grades one year after they have been entered into the Student Information System (currently Banner).

MUNCLASS Function:	Students (ST)
Responsible Unit(s):	Office of the Registrar, School of Graduate Studies or Unit(s)
Retention:	Evaluation, Grading and Credit Eligibility records, other than those stored as part of the permanent student record in the Student Information System: Current Year of Graduation + 6 years <i>Exception: Thesis administration and defense (School of Graduate Studies): Permanent Retention</i>
Disposition:	Destroy or N/A
Media:	Paper and/or electronic
Authority:	Anticipated Operational Use, <i>Statutes of Newfoundland</i> (1995)