



## Disclosure of Personal Information – Posting of Student Marks

**Category:** Academic;

**Jurisdiction:** Provost and Vice President, Academic; Senate Academic Committee;

**Approval Authority:** Senate;

**Established on:** June 4, 2007;

**Amendments:** March 21, 2016;

---

The posting of any student mark (e.g. assignments, tests, final exams) must be done in a way that protects the privacy of the student to whom the mark belongs. Posting should be completed through myInfo “Marks Management” or Desire to Learn (D2L) “Grades”. Posting grades by name and/or student identification number in printed lists or posting grades through email do not protect students' privacy and so are not acceptable methods of posting marks.

---

**Review Period:** 7 years;

**Date for Next Review:** 2022-2023;

**Related Policies and Procedures:** None;

**Policy Superseded by this Policy:** None.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-346-7929 or Email: [univsec@lakeheadu.ca](mailto:univsec@lakeheadu.ca).