

Policy 3-08: Transmission of Student Coursework and Grades

To safeguard student privacy, comply with federal law, and protect against theft and plagiarism, instructors in the College of Architecture + Planning must use methods for both the student submission of coursework and the return of that coursework by instructors that ensure the work is protected against access by unauthorized persons, including other students. Unattended drop-off boxes and unprotected web-based systems do not meet this standard.

The college front office is not an appropriate location for the submission or return of student coursework.

Under no circumstances may student grades be posted in locations accessible to unauthorized persons, even if student names are not listed.

Approved by College Council: August 17, 2017