

<b>Policy Number/Title:</b>	2.3.1.06 Posting Grades
<b>Effective Since:</b>	04/20/2021
<b>Last Revision Approved:</b>	04/20/2021
<b>Responsible Office:</b>	Academic Affairs

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### **1. Scope:**

This policy applies to all students.

### **2. Definitions:**

This section was intentionally left blank.

### **3. Policy:**

Grades for students in Winthrop University courses may be posted by faculty members, provided the following requirements are met (both requirements must be met before the grades can be posted):

1. Grades must be posted by a numerical or alphabetic code which is known only to the student and instructor. Grades cannot be posted by student name, by campus I.D. number, by student social security number, or any portion of the social security number.
2. The student must give written permission for the grade to be posted. This can be done by a statement on the test paper or a written statement signed by the student.

### **4. Procedures:**

This section was intentionally left blank.

### **5. Resources:**

This section was intentionally left blank.



**6. History of Revisions:**

04/20/2021 Minor Revisions  
01/01/2017 Minor Revisions  
0/01/2007 Policy first established

**7. Approvals:**

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: