**Policy**
It is the policy of the Department of Anthropology to protect each student's right to privacy while providing students with relevant information regarding their coursework.

Please visit the [Registrar's FAQ page](#) for further details.

**Posting Grades**
A paper copy of grades may be posted on the bulletin board outside of the main Anthropology office, room 101 West Hall, as long as the Registrar’s policy is followed. That is: The instructor must obtain written permission from every student whose grade is posted, or the instructor must use an identifier known only to the instructor and the individual student. Please don’t post any part of the social security number under any circumstances. We may not post any part of the UMID unless we have explicit written permission to do so.

**Returning Papers and Exams**

1. It is preferred that you return papers or exams in class or that you hand them out during your office hours.
2. If you do not return papers or exams directly to the student, they need to be kept for one full year after the end of the course so that students can examine them, if desired, or so they are available in case of grade grievance.
3. If it is not possible to return papers or exams in class or office hours, put the paper inside an envelope, label the envelope with the unique identifier or other identification method that the student has given you written permission to use, and bring the envelope to the main Anthropology Office, putting it on a shelf in one of the lockable cabinets that are in the hall directly across from the front desk. If you do this, please label the shelf/area with your class and section number.
4. Papers may not be left in unattended areas, such as the grad lounge or outside individual offices.