

Remove DuckWeb Access to Grade Changes When Faculty Terminate

Problem:

Access to student grade data by instructors who have terminated employment with the University is not disabled upon departure of the instructor. Terminated instructors continue to have access to change grades and to view student grade information through DuckWeb after their employment ends. This access continues indefinitely and ends only when the student graduates.

Details:

A routine scheduled audit of grading and grade change practices at the University of Oregon was conducted by the OUS Internal Audit Division November 2006 through February 2007. Five recommendations were put forth in the auditors' final report, citing the need for additional controls in several areas.

One area noted was that DuckWeb access to student grade data by instructors who have terminated employment with the University is not disabled upon departure of the instructor. Terminated instructors continue to have access to change grades and to view student grade information through DuckWeb despite the fact that they no longer have an employee-employer relationship with the university. Current policy and practice is such that access continues indefinitely and ends only when the student graduates.

According to the audit, user access to systems and data should be in line with business needs and job requirements, and as these instructors are no longer employed by the university, access to data is no longer required. In addition, the university has no recourse over actions taken by them in the event inappropriate grade changes or disclosure of sensitive information occur.

Preventative controls to remove this access would reduce the risk of inappropriate grade changes. The auditors recommended that the Registrar's Office remove update access from all instructors who have left the university and instead, implement a grade change process that requires department head approval.

Proposed Solution:

The Registrar's Office proposes to add programming to the grade change functionality in DuckWeb to check for current employment status before processing grade changes. Instructors who have left the university's employment will not be able to change grades on DuckWeb. Grade changes made within one year of the initial assignment and after an instructor's employment ends will require department head approval. The change must be submitted on an SGR and be signed by the department head.

Office of the Registrar
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