

POSTING OF GRADES BY FACULTY

The public posting of grades either by the student's name, institutional student identification number (V#), or social security number without the student's written permission is a violation of FERPA (Federal Educational Right to Privacy Act). This includes the posting of grades to a class/institutional website and applies to any public posting of grades for students taking distance education courses.

Even with the names obscured, numeric student identifier numbers are considered personally identifiable information. Therefore, the practice of posting grades by social security number or student identification number (V#) violates FERPA.

Instructors who wish to post grades should use a system that ensures that FERPA requirements are met. This can be accomplished by using code words or randomly assigned numbers that only the instructor and individual student know. The order of posting should not be alphabetic.

LEAVING GRADED EXAMS FOR STUDENT PICK-UP

Leaving personally identifiable, graded papers unattended for students to pick through is no different from posting grades in the hallway. If the papers contain personally identifiable information, then leaving them unattended for anyone to see is a violation of FERPA if the instructor has not obtained the written permission of each student to do so.

PENALTIES FOR VIOLATING FERPA

The penalty for noncompliance with federal regulations can be a withdrawal of federal funds (financial aid, educational grants, etc) from the institution. Although federal funding has never been withheld from any institution under these regulations, civil cases have been brought for alleged violations of FERPA.