

Privacy of Student Records Policy

If the teacher wishes to post class grades in public, it is requested that he/she use a system designed to ensure the privacy of each grade. Posting grades by students' social security numbers is in violation of that privacy. Distribution of term papers and other written materials should be done with discretion. Normally, it is the student's responsibility to obtain written work from the teacher, and papers should not be left in a public place for perusal.

It is not ethical for an instructor to request a student's file to see how the student has performed in other courses. Evaluation of a student should be on the basis of how the student has performed in the instructor's particular course. Instructors are entitled to see students' files only for counseling and advising purposes.

All information relative to a student's accomplishments and behavior is confidential and should be discussed only with those properly entitled to such information. No such information should be given over the telephone unless the recipient has been positively identified and is entitled to such information. Neither should such information be given to any individual, institution, or group without prior consultation with and consent of the Vice Chancellor for Student Services.

Passed: Faculty Senate Handbook 12/95