

Family Educational Rights and Privacy Act of 1974 (FERPA)

Special FERPA Notes for Faculty

To avoid violating FERPA:

- **POSTING GRADES:** Since grades can never be directory/public information, it is generally inappropriate to post grades in a public setting. However, if the instructor posts grades in such a manner that only the instructor and the individual student know the posted grade (e.g., with a unique personal identifier; however (not any portion of a SSN or institutional Student ID Number), that is acceptable. Such posting should also NOT be in the same order as the class roster or in alphabetical order. *[Since students have access to their grades online via OneStart, there really should be no reason to post grades anywhere else.]*
- **COURSE WEB SITES:** In this age of increasing technology, many courses are supported by class Web sites and/or discussion groups. Only directory information can be available to the general public and other class members, so it is recommended that such Web sites have a security layer such that only class members and instructors can access appropriate information. A student's grade should only be assessable to that individual student.
- **GRADED PAPERS/QUIZZES/TESTS:** Never leave stacks of graded quizzes, tests, or papers sitting out in the open for students to pick through.
- **TAKING CLASSROOM ATTENDANCE:** Never circulate a printed class roster...as an attendance roster...that identifies students by name AND ID number, and/or grades. If you are going to pass around a roster, to take attendance, you **MUST** remove the student ID numbers first.
- Never discuss the academic progress of a student with anyone, other than the student, (including parents) without the consent of the student.
- Never provide anyone with lists of students enrolled in your classes for any commercial purpose.
- Never provide anyone with a student's class schedule or assist anyone, other than university employees, in locating a student on campus.