**Proposition:** 02-06/07  
**Sponsors:** Creider, Library; Kelly, Engr  
**Proposed Committee:** Scholastic Affairs  
**Assigned Committee:** University Affairs 9/21  
**Title:** Public Posting of Student Grades

**Proposal:** Insert the following text at the end of Policy Manual section 6.70, Reports of Grades:

Personally identifiable information, such as names, social security numbers and/or Banner I.D. numbers, in whole or in part, shall not be used for the purpose of publicly posting student grades, unless specific written permission (signed and dated) has been obtained from the student prior to grades being posted.

It is permissible to publicly post student grades without consent only if it is done in a manner that is not personally identifiable – i.e., the faculty member, assigns a unique identifier to each student for this purpose, and the identifier is kept confidential and known only to the student and the faculty member.

**Rationale:** The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. Generally, postsecondary educational institutions must have written permission from the eligible student in order to release any “personally identifiable information” from a student’s education record. Under 34CFR Section 99.3, personally identifiable information includes, by definition, any information that would make the student’s identity easily traceable, such as the student’s name and a personal identifier such as a social security number or student identification number.

**Note:** Posting grades privately through WebCT is the preferred method; however, if a faculty member wishes to post student grades in a public manner, the faculty member may follow one of two options:

- Obtain written permission from each student to publicly post grades using personally identifiable information such as a partial social security number.
- Assign a unique identifier to each student. For example, Excel software has a random number generator that could be used to assign a unique number to every student in a class.