

Confidentiality of Student Information

The Family Educational Rights and Privacy Act (FERPA) limits disclosure of student educational records. Therefore, faculty are not to post student grades by name, College identification number, or in any format in which the list is alphabetical. If you wish to post grades, it should be done numerically by the last six digits of students' Social Security numbers or by a randomly generated number that you assign. The Grade Book Manager has the capability of generating grade lists using the last six digits of students' Social Security numbers.

Similarly, faculty are not to distribute graded papers, projects, or other graded course assignments by placing them outside an office door such that any student can see the results. If such graded materials are returned to students outside of class, this must be done in a manner that insures confidentiality for each student.

The College's policy regarding compliance with FERPA is described on page 27 of the Academic Policies section of this Handbook. Any questions of interpretation should be directed to the Registrar or the College Counsel.