Student Privacy and Posting Grades at Southwestern Illinois College
Enrollment Services Office

BACKGROUND

The Family Educational Rights and Privacy Act of 1974, also known as FERPA, is a federal law that mandates requirements regarding the privacy of student records. FERPA governs the disclosure of education records maintained by an educational institution; and the access to these records.

FERPA outlines two types of student information; directory and non-directory. Directory information is information regarding a student that would not be generally considered harmful or an invasion of privacy if disclosed.

Non-directory information on the other hand, if disclosed, could be detrimental to the student's privacy. Federal law mandates that a written release be obtained from the student before this type of information is to be released. Failure to do so can result in the removal of all federal funding to the College. Non-directory information includes but is not limited to:

Social Security Number   GPA Information   Academic Standing
College Student Identification Number   Course Grades

INAPPROPRIATE WAYS TO POST GRADES

- The public posting of grades either by a student's name, SSN (including last four digits), College Student Identification Number or birth date without having the student's written permission.
- Emailing and/or mailing student grades without having the student's written permission.
- Collecting/disseminating student assignments and/or exams in a box outside faculty offices.

These are all violations of FERPA

APPROPRIATE WAYS TO POST GRADES

- Through Faculty grade roster(s) on eStorm
- If student provides written permission, grades may be emailed to the student's SWIC email account **only**.
- If you wish to post grades in a public space, the only acceptable procedure is to assign students in your class a random number known to only you and the student. You must sort the random numbers so that students' identities cannot be inferred based on an alphabetic listing of the random numbers.