

Grade Posting

What's okay? What's not okay?

Revised 9/08

- Q.** May examination results and final grades be posted for students to inspect near faculty offices or on department bulletin boards?
- A.** The Registrar recommends using Blackboard to distribute student grades in a confidential manner. It is acceptable, however; to post them if the grades are posted in a way that protects the confidentiality of each student. The recommended procedure for posting is to assign each student in your class a unique identifying number and then post the grades using those numbers. You may also use Blackboard.
- It is not okay to post grades by any portion of the Social Security Number, by any portion of the student identification number, by student name, or in any way that allows someone other than the individual student to identify that student's grades, unless the student has given express, **written** authorization to release the information (see below).
- Q.** What if the students in my classes give me their approval to post their grades using their student identification numbers?
- A.** Under the Federal Family Educational Right to Privacy Act (FERPA), grades and student identification numbers may only be posted for those students who sign a written release authorizing distribution of the information. Taking a "show of hands" in class is not sufficient. You may distribute a release form to your students, asking that any student who would like his or her grades posted sign the form and return it to you. You may include the release directly on your midterm or final exams. **Grades may not be posted by name or any portion of the student identification number for any student who does not provide a written release.** See sample grade posting waiver.
- Q.** Where can I find information about student right to privacy and the disclosure of student records?
- A.** Refer to the "Disclosure of Student Records" appendix published in the *General Catalog*. Copies of these publications are available in the Rivera Library and the Office of the Registrar or at <http://www.catalog.ucr.edu/current/finandreg.html#disclosure>.
- Q.** I still have questions. To whom should I direct them?
- A.** Questions regarding the interpretation of the regulations that govern release of information from student records may be directed to Bracken Dailey, FERPA Compliance Officer at (951) 827-3427 or bracken.dailey@ucr.edu.
- Q.** Where can a student who thinks he or she has experienced a breach of confidentiality of their student records file a complaint?
- A.** Students are urged to bring any problems or possible violations or rights associated with the Family Educational Rights and Privacy Act to the attention of Tom Kosakowski, UCR Interim Ombudsman, at (951) 827-3213 or tom.kosakowski@ucr.edu.