

JOHNS HOPKINS UNIVERSITY
Office of the Registrar – Homewood Campus

TO: KSAS and WSE Faculty
FROM: Kay Smith, Associate Registrar, Registration and Records
RE: Grading and Compliance with FERPA (Family Educational Rights and Privacy Act)

Thank you for taking the time to review this information. It is provided so that we may maintain compliance with FERPA.

To comply with FERPA, (Family Educational Rights and Privacy Act), the University may not release “personally identifiable information” from an education record. Personally identifiable information is any information that is directly linked or easily traceable to an individual student, such as social security or Hopkins ID numbers. Additional FERPA information can be found at: <http://web.jhu.edu/registrar/forms-pdfs/FERPAInfo.rev.10.2011.pdf> and the University Policy on Family Educational Rights and Privacy can be found at: http://www.jhu.edu/news_info/policy/ferpa.html.

Best practices for returning graded examinations and papers:

- Arrange for a TA or department administrator to return exams/papers
- Fold and staple exams/papers with only the name of the student on the front
- Ask students to submit a pre-addressed and stamped envelope to return exams/papers
- If you must post grades, use code words or randomly assigned numbers known only by you and the individual student. The posted order should not be alphabetic.
- Post grades to BlackBoard (the student can access only their own information). Please note that grades must also be submitted through SIS for Faculty to upload to SIS for Students.

To avoid violations of FERPA rules, please do not:

- Post grades
- Require social security or Hopkins ID numbers on submitted materials or link a student’s name and SSN or Hopkins ID in any public manner
- Use full or partial SSN’s or Hopkins ID’s for grade postings
- Leave graded tests in a stack for students to pick up by sorting through the papers of all students
- Circulate a printed class list with names and social security or Hopkins ID number, or grades as an attendance roster
- Discuss the progress of any student with anyone [including parents] without the written consent of the student
- Provide lists of students enrolled in your classes to any third party for any commercial purpose
- Provide student schedules or assist anyone other than University employees in finding a student on campus

All full-time undergraduate and graduate students have access to their grades on a secure JHU web site. The grades are updated in real-time as soon as you press the **Post to Registrars** button when grading your course in SIS for Faculty. Please note that the students **will not** see the grades when you select **Save Work** in SIS for Faculty.

If you have any questions about this, please call the Office of the General Counsel at 410-516-8128 or the Office of the Registrar at 410-516-7148.

cc: S. David, Vice Dean for Undergraduate Education
A. Douglas, Vice Dean for Faculty
N. Jones, Dean of Engineering
K. Newman, Dean of KSAS
E. Scheinerman, Vice Dean of Education
G. St. Ours, Associate General Counsel
S. Boswell, Acting Vice Provost for Student Affairs