

JOHNS HOPKINS UNIVERSITY  
Office of the Registrar - Homewood

TO: KSAS and WSE Faculty

DATE: May 2009

RE: Web Based Grade Report and Compliance with FERPA (Family Educational Rights and Privacy Act)

Dear KSAS and WSE Faculty,

Now that access to grade spring courses has begun in ISIS for Faculty, I thought it might be helpful to review grading policies to stay in compliance with FERPA. Thank you so much for reviewing the information below.

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. A comprehensive guide to FERPA information can be found at: <http://www.jhu.edu/registrar/FERPA.pdf> and the University Policy on Family Educational Rights and Privacy can be found at: [http://www.jhu.edu/news\\_info/policy/ferpa.html](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 order should not be alphabetic.
- Post grades to WebCt (only the student can access their own information) Note: grades must also be submitted through ISIS for Faculty to upload to ISIS 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 ISIS for Faculty. Please note that the students **will not** see the grades when you select **Save Work** in ISIS 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.

All the best,

Betsy

cc: D. Bell, Dean of Faculty  
P. Burger, Dean of Undergraduate Education, Vice Provost  
W. Conley, Dean of Homewood Enrollment and Academic Services  
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N. Jones, Dean of Engineering  
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