

Category: Academic

Division: Instructional Services

Department: Instruction

Policy Title: Posting of Grades

Policy Statement: The public posting of grades, either by student name, institutional student identification number, or social security number, without the student's written permission is a violation of Federal Education Rights & Privacy Act and is restricted by the college. Even with names obscured, numeric student identifier numbers are considered personally identifiable information.

Procedures: The student may obtain the grade for a particular course in the following recommended ways:

- * Individual discussion with the instructor; faculty are discouraged from discussing grades over the phone.
- * Accessing Busterweb or the Student Information System via the internet.
- * Self-addressed, postage-paid envelope with identifying information pertaining to the course number and section to be given to the instructor for mailing.

Students cannot obtain grades from the Registrar's Office. Grades are entered into the computer for processing, and the student must wait until grades are posted on the Student Information System via the internet. At the end of each semester, faculty will report final grades through the Busterweb Gradebook system. Every instructor is responsible for accurate grade reporting and submitting them by the deadline listed in the instructions. Instructors needing to change a final grade (e.g. an incomplete grade or correcting an error) will need to submit a Change of Grade Request Form to the Registrar's Office. Grades are not distributed to students through the mail. Grades are posted to the internet via the college website.

Contacts: Vice President for Instruction and Student Services

Approved Date: 7/31/2013

Policy History: 7/31/13, 7/1/16

Keywords: Student Grades, Posting Grades

Related Form: NONE