

Maintaining Confidentiality (FERPA) and Submitting Student Grades

University of Missouri *Collected Rules and Regulations Section 180.020* Student Records
www.umsl.edu/services/academic/policy/gradeconfidentiality.html

Policy

Each faculty member is accountable for ensuring the confidentiality of all student educational records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. In accordance with this responsibility, faculty of the University of Missouri-St. Louis will not post or display, either electronically or in hard copy, lists of students' grades in personally identifiable forms, including the student's name or any four consecutive digits of students' Social Security numbers or student identification numbers.

Background

The Family Educational Rights and Privacy Act of 1974, As Amended (FERPA), governs access to records or data maintained by an educational institution and the release of such records or data. Grades are considered a part of a student's educational record and may not be released or posted in any personally identifiable form unless the student gives prior written consent. (Prior consent is not required to disclose a student's grade information to other UM-St. Louis officials whom the University has determined to have legitimate educational interests.) The Family Policy Compliance Office within the Department of Education has determined that the practice of **posting grades by a student number or Social Security number** (or a portion of those numbers) **is a violation of FERPA**. Therefore, posting lists of examination scores or course grades or returning tests or papers to students in ways that make it possible for students to obtain information about other students' scores or grades is a violation of FERPA.

Acceptable Method for Faculty to Post Course Assignment Grades

Faculty may use features of MyGateway to record grades for components (e.g., tests, papers, etc.) of each class they teach. By entering their user name and password, students may access, from any location, their recorded class-related grades, including the final grade earned in a class, once the faculty member has electronically recorded these grades. Faculty should use this secure method of reporting class-related grades in lieu of posting grades in public places.

Faculty will be notified when they may submit final grades via MyView@UMSL, <http://myview.umsl.edu>. This secure online system contains all student records, including course rosters. Faculty seeking help are encouraged to download a help document, "Entering Grades," from the Registrar's home page under "For Faculty and Staff" or contact the Faculty Resource Center, 105 Computer Center Bldg., phone 314-516-6704.

Do Not Use Email to Inform Students of Their Grades

Notification of grades via email is not recommended because confidentiality of grades reported via email cannot be assured.

Methods for Students to Obtain Course Final Grades

The electronic options, described below, offer UM-St. Louis students convenient ways to obtain their course final grades each semester. Because students may readily obtain their course final grades by using any of these options, the four campuses of the UM System do not distribute grade reports to students via the U.S. postal service (effective Fall Semester, 2001).

Electronic access for course final grades is available through the following options:

1. **MyView@UMSL** - Student Access to Records at UM-St. Louis.
Available online at <http://myview.umsl.edu/>
2. **MYGATEWAY** – Once students have logged in they'll see a new icon for “Semester Grades” at the top of the welcome screen.

These electronic options make grades available to students as soon as they have been recorded. Grades will be attainable using any of the above options 48 hours after the close of each semester or summer session.

To access grades through MyView or MyGateway, students must know their student number or Single Sign On (SSO) student ID and password. For help in signing in to MyView, see the gatewayid.umsl.edu page to retrieve or set up your Single Sign On (SSO) ID and password.

Information adapted from the Office of Academic Affairs:
<http://www.umsl.edu/services/academic/policy/gradeconfidentiality.html>

Revised 7/09