

**PURDUE**  
UNIVERSITY  
NORTH CENTRAL

**Office of Vice Chancellor for Academic Affairs**

Administrative Memorandum No.  
6-2004 Dated August 17, 2004

**POSTING OF GRADES AND/OR SCORES FOR TESTS, LABORATORY  
REPORTS OR OTHER ASSIGNMENTS**

Supersedes Administrative Memorandum 2-2002, dated June 18, 2002

FERPA, the Family Educational Rights and Privacy Act, as well as Purdue Executive Memorandum C-51, prohibit the release of private student information. This includes the posting of grades or scores by social security numbers, student identification numbers or by names. Recent FERPA clarifications confirm that the Act prohibits the posting of grades or scores in personally identifiable forms, including the use of portions of social security or student ID numbers. Therefore, grades and scores cannot be posted using the last four digits of the student's social security number.

FERPA does not preclude an instructor or an institution from assigning individual numbers to students for the purpose of posting grades or scores providing that only the student and the officials who assigned them know the numbers.

Finally, the practice of returning graded assignments to students by placing them in a box or on a chair outside an office, a classroom, or a laboratory such that the student's name and scores is visible to anyone who looks through the stack is also a violation of FERPA. This practice will no longer be permitted at Purdue University North Central.

Please be careful to observe these prohibitions. The potential consequences to federal support of the campus are significant.

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James S. Pula

Date