

MARSHALL UNIVERSITY BOARD OF GOVERNORS

Policy No. AA-11

APPROPRIATE USE OF ID NUMBERS

1 General Information.

- 1.1 Scope: Institutional policy regarding the appropriate use of ID numbers.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: March 8, 2006
- 1.4 Effective Date: Upon passage
- 1.5 Controlling over: Marshall University and/or Marshall Community and Technical College
- 1.6 History: The preceding shall be considered a policy of the university (effective July 1, 2002; revised August 11, 2004) until a comprehensive policy on the use of confidential information is developed and approved.

2 Policy

- 2.1. In order to protect the privacy interests of students and to comply with the new law, and existing state and federal laws (FERPA), all faculty and staff shall observe the following practices:
 - 2.1.1. Final course grades and grades for class quizzes, exams, projects, etc., shall not be publicly posted in any manner in which a grade can be associated with the student by any person other than the student himself. No such posting shall include any student's MU ID number.
 - 2.1.2. Students' MU ID numbers shall not be used on attendance or sign-in sheets.
 - 2.1.3. Care should be taken to ensure class rosters, grade reporting forms, and other Marshall University reports or listings containing MU ID numbers are filed appropriately and "out of public view" when in the possession of faculty and staff.
 - 2.1.4. Faculty and staff shall observe due diligence whenever the responsibilities of their positions require the use of social security numbers or other private information regarding students.