

# UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

## Policy No. UPAA-30

### 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: September 12, 2019
- 1.4 Effective Date: October 15, 2019
- 1.5 Controlling over: Marshall University
- 1.6 History: Effective July 1, 2002; revised August 11, 2004, revised March 8, 2006. This version of the policy updates the previous version that was passed on March 8, 2006.

#### 2 Policy

- 2.1. In order to protect the privacy interests of students and to comply with existing state and federal privacy laws, including but not limited to, the Family Educational Rights and Privacy Act (FERPA), all faculty and staff shall observe the following practices:
  - 2.1.1. Final course grades and grades for class quizzes, exams, projects, and similar assignments, 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/herself. No such posting shall include any student's Marshall University Identification (MUID) number.
  - 2.1.2. Students' MUID numbers shall not be used on class attendance or sign-in sheets. All other uses of the Students' MUID shall be approved, in advance, by the University.
  - 2.1.3. Care should be taken to ensure class rosters, grade reporting forms, and other Marshall University reports or listings containing MUID 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. Student social security numbers should not be released to a third party and should be redacted from all documents before being shared or disseminated.