




National University of Health Sciences General Policies

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POLICY STATEMENT

National University of Health Sciences (NUHS) requires all student grades be posted via Gradebook in Cygnet for privacy regulations. FERPA does not specifically prohibit faculty members from obtaining "written permission" from students for the purpose of printing and posting individual scores for a particular course. This is because FERPA legislation is written and directed toward educational institutions, not individual faculty members.

Generally, under FERPA, colleges and universities designate a functional unit (usually the Registrar's Office) as a central repository charged with collecting, managing access, reporting, and maintaining personal data privacy protection protocols on behalf of the institution. Educational institutions are expected to establish procedures that comply with all federal guidelines for record keeping standards. Thus, at NUHS for example, the Registrar's Office follows a directive from the Family Policy Compliance Office (FPCO) of the Department of Education that outlines the use of a form described as "Consent to Release Educational Record Information" to satisfy the FERPA regulations pertaining to the full burden that must be met when "written permission" to release personally identifiable information from a student is sought.

As a result of this example and many more compliance procedures set forth in FERPA, educational institutions are strongly encouraged to establish institutional directives to protect the privacy of student data. At NUHS, it has been determined that the most effective way to achieve this is to simply bar the posting of course grades and direct all faculty members to use the University's course management system, "Cygnet" and its accompanying "Gradebook" to record and report student grades.