The Family Educational Rights and Privacy Act of 1974 (FERPA) requires institutions accepting federal monies to protect the privacy of student information. In addition, FERPA affords students the right to review their education records, to request correction of inaccurate records, and to limit information disclosed from those records. An institution’s failure to comply with FERPA may result in the Department of Education’s withdrawal of federal funds.

ALL UA FACULTY ARE OBLIGED TO COMPLY WITH FERPA REGULATIONS. FERPA applies to ALL enrolled students, including Co-op and Distance Learning.

As a faulty member, you need to know the difference between Directory Information, Personally Identifiable Information, and Education Records.

**DIRECTORY INFORMATION**

These items *MAY* be disclosed, *UNLESS* the student has placed a “block” on Directory Information release. **CONFIRM** this on myBama or consult the Office of the University Registrar at 348-2020.

- Name
- Local & permanent address
- Telephone number
- UA Email address
- UA School/College
- Class level
- Major(s)/degree program(s)
- Dates of attendance
- Full-/part-time enrollment status
- Degrees/honors/awards received

*MAY be disclosed*

**PERSONALLY IDENTIFIABLE INFORMATION** (any identifying data other than “Directory Information”) including, but not limited to:

- Social Security Number
- Date of birth
- Residency status
- Gender/race/ethnicity
- Religious preference
- Pictures

**EDUCATION RECORDS**

Including, but not limited to:

- CWID
- Class Lists
- Student Schedule
- Financial Records
- Grades/GPA/Academic standing
- Test scores
- Academic transcripts
- Disciplinary records

*MAY NOT BE DISCLOSED*

“Personally Identifiable Information” or “Education Records” may be released only to the student or at the student’s request, and then only with the proper identification.
FERPA

General Practices for Protecting Student Information and Education Records

- Do Not leave exams, papers, or any documents containing a CWID, Username, grade, evaluation, or grade point average in any area that is open-access
- Do Not record attendance by passing around a class list, which contains students’ CWID/Username
- Do Not provide tests and assignment scores, evaluations, or final grades via e-mail
- Do Not email a class roster with CWIDs
- When contacted by phone, first ask identifying questions (e.g., “What was your mid-term score?” but not “What is your CWID?”)
- DO NOT EMAIL GRADES
- Use Blackboard or campus email for communications
- Have requests for reference letters in writing

Being an instructor does not entitle you to access student academic data. If you need this access to perform regular and necessary job duties, you are required to submit a security request. This must be approved by the department chair or dean’s office and the Office of the University Registrar’s data steward.

You are NOT required to speak with parents/guardians about a student. However, if you choose to do so, you must confirm that the student has a FERPA release on file. If speaking to parent/guardian on the phone, you must be reasonably certain you are actually speaking to the person listed on the FERPA release. To confirm a FERPA release, use the ‘download roster’ option in the Faculty & Advisors folder. Complete the prompts. If a FERPA release is on file, it will be noted on the roster*.

*This feature will be available in September.

A parent or guardian may obtain non-directory information in a health or safety emergency or if their student has authorized a record release through myBama. Existence of a release does not constitute a “power of attorney” empowering a parent or guardian to act on behalf of the student.

For more information on FERPA, visit the University Registrar webpage.

Proxy Access

Students can grant access to certain portions of their academic records to individuals known as proxy users. Through myBama, students can create proxy user accounts and assign access to specific pages within myBama.

Who can be granted Proxy Access?
Anyone with a valid email address can be granted proxy access including parents, guardians, employers, or anyone else the student deems appropriate. The student has complete control over granting proxy access.

Does Proxy Access replace the need for FERPA releases?
NO. FERPA prevents faculty, staff, and advisors from discussing a student’s record with anyone who does not have a FERPA release on file. Granting proxy access to an individual does not allow that individual to discuss a student's record. Students are able to sign an electronic FERPA release through their myBama account if they wish to allow university personnel to discuss and/or release non-directory data pertaining to the student’s educational record. For more information on Proxy Access, please visit registrar.ua.edu/services/proxy-access/.
Grade Submission

General

- The primary instructor for the class, as listed in Banner, is responsible for submitting grades.
- All grades must be submitted electronically using the ‘Faculty Grade Assignment’ channel located on the Faculty tab in myBama. Once the deadline for submitting grades has passed, faculty will no longer have this option and a grade change form for each student must be submitted for approval.
- Grades must be submitted by the published deadlines. If grades are not submitted on time, an ‘N’ grade for “no grade reported” will be systematically assigned to the student. To change an ‘N’ grade, the instructor must submit a grade change for each student using the ‘Submit a Grade Change’ option under the Faculty and Advisors folder in myBama. There is no exception to this policy. Because an ‘N’ grade is punitive and treated as an ‘F’, it is critical that all final grades be reported on time.
- An ‘I’ or Incomplete grade may be assigned at the discretion of the instructor. ‘I’ grades will count as an ‘F’ when calculating the student’s GPA. The instructor should submit a grade change as soon as the incomplete work has been made up. Undergraduates have one year to submit the incomplete work or the grade will be changed to an ‘F’. For graduate students, the ‘I’ grade will remain indefinitely or until a grade change is submitted.
- Instructors using Blackboard may import grades into Banner using the import grades option on the grading page. Please contact the Faculty Resource Center at 348-3532 with questions.

Grade Changes

- Any grade change made after the deadline for final grading must be submitted for using the “Submit a Grade Change” option. The grade will be automatically updated in the student records once it has been approved by the Dean of your college.
- The grade change is NOT reflected on the class roster but will post directly to the student’s academic transcript.

Mid-Term/Final Grading

- Mid-term grades are required for 100 and 200 level courses and should be posted on time.
- Mid-term grading is opened two weeks into the semester for instructors to report ‘F’ grades for students who have never attended or stopped attending class.
- Final grading is usually available the last week of the term and is open until 11:00 pm the Tuesday after commencement. Grade reporting schedules can be found on the Academic Calendar.
- To comply with federal regulations, midterm and final grade entry pages require instructors to select one of the following reasons when a grade of ‘F’ (or ‘NC’) is assigned: Earned, Never Attended, or Stopped Attending. When assigning the reason of ‘Stopped Attending’, you are required to enter the date of the last documented class attendance or participation.

Visit the University Registrar’s website (https://registrar.ua.edu/faculty-staff/grade-reporting/) for a complete guide to official grading policy and terminology.
**What is myBama?**

This is your one stop faculty services site providing access to class rosters, grading, photo class lists, grade submissions, and much more.

**How to Access?**

After logging into myBama, click the faculty tab from the menu on the left. Please note:

- To see specific class information, you must be assigned as an instructor for that class
- To see student information, you must be approved for advisor security access

The Faculty Dashboard, Schedule, and Grade Assignment channels can all be found on the Faculty tab in myBama. When the grading application is turned on, you will be able to access a dropdown list of your assigned classes. Applications within the Faculty & Advisors folder include:

- Photo Class List
- Mid-term Grades
- Final Grades
- Submit a Grade Change
- Download Class Roster/FERPA release
Visit Registrar.ua.edu for detailed information on the areas managed by the Office of the University Registrar.

The Academic Calendar is a dynamic application based on the options selected.
Select:
- the term
- part-of-term or full term
- a particular area or ‘All Events’
The calendar will display important dates. There is a ‘hide past months’ and a ‘print’ option for your convenience.

Miscellaneous
Please direct students requesting a permit/override to the department of the course.
Please refer students asking about late add/drop to the Student Services or College Registrar of the student's college.