



Admissions and Records

43-500 Monterey Avenue

Palm Desert, California 92260

Phone 760-773-2516 Fax 760-862-1379

How does FERPA apply to faculty and staff?

FERPA=Family Educational Right to Privacy Act

The law requires faculty and staff to treat students' education records in a legally specified manner.

Grades: Students' scores or grades may be displayed publicly only if names are obscured and a code known only to the faculty member and the individual student (COD ID numbers cannot be used). In no case should the list be posted in alphabetical sequence by student name. Grades, transcripts or degree audits distributed for purposes of advisement should not be placed in plain view in open mailboxes located in public places.

Papers: Graded papers or tests should not be left unattended on a desk in plain view in a public area nor should students sort through them in order to retrieve their own work.

Class rosters/grade sheets: These and other reports should be handled in a confidential manner and the information contained on them should not be disclosed to third parties. Copies of class rosters containing students' SS#s should not be used in the classroom for attendance taking or any other purpose.

Parents: Parents, spouses and other relations do not have a right to information contained in a student's education record.

Employers: Employers do not have a right to educational information pertaining to a student.

WebAdvisor: Access to the WebAdvisor is not tantamount to authorization to view the data. Faculty are deemed to be "school officials" and can access data in WebAdvisor if they have a legitimate educational interest. COD staff members may obtain access if they have a legitimate educational need to know. A legitimate educational interest exists if the staff member needs to view the education record to fulfill his or her professional responsibility. Neither curiosity nor personal interest is a legitimate educational "need to know."

Letters of recommendation: Do not include information about students' grades or grade point averages in letters of recommendation without the written permission of the student.

Students' schedules: Do not provide anyone with a student's schedule; do not assist anyone other than a COD employee in finding a student on campus. Refer such inquiries to the Director of Student Life's Office.

Lists of students: Do not provide anyone with lists of students enrolled in your classes for any commercial purpose. Requests of this nature should be referred to Admissions and Records.

When in doubt, contact the College Registrar for guidance at 760-776-7441