1. General:
   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: December 19, 2009
   1.4 Effective Date: January 19, 2009
   1.5 Background: This policy replaces MUBOG Policy AA-11 which was transferred by the MUBOG to the Institutional Board of Governors of Mountwest Community & Technical College July 1, 2008.

2. Policy:
   2.1 In order to protect the privacy interests of students and to comply with 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/herself. No such posting shall include any student’s Mountwest Community & Technical College ID number.
      2.1.2 Students’ Mountwest Community & Technical College 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 Mountwest Community & Technical College reports or listings containing Mountwest Community & Technical College 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.