

MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS
Policy No. S - 1
APPROPRIATE USE OF ID NUMBERS

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 MU BOG 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.