

# 3: Academic Reporting and Learner Privacy

## Students' Rights and Responsibilities

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), students have the right to inspect and review most education records maintained about them by the University of New Mexico, and, in many cases, decide if a third person can obtain information from them. Nine categories of information, however, are public (or directory information) unless a student asks that some or all of that information be withheld. It is the policy of the University to comply fully and fairly with the provisions of the Act, Federal Regulations and this policy.

"Directory information" includes: student's name, current address, e-mail address, telephone number, date of birth, major field of study, full or part-time status, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received and most recent previous educational institution attended by student.

## Faculty Rights and Responsibilities

Academic Reporting:

LoboWeb Grade entry opens at 5PM on the last day of classes for the Part of Term (Full Term, 1st Half, 2nd Half, etc.). Grades are expected to be entered within 48 hours after the final exam or last meeting day for all courses, for all modalities.

It will remain open for approximately one (1) week (specific closing dates are announced each Term) after the end of the Term.

Learner Privacy:

With the use of Blackboard Learn, UNM-Taos can offer our students a learning environment that is password protected. This allows faculty to build into the course environment a better and safer online social presence with their students.

However, it is still important for faculty to be aware that it is possible that they could have a student taking an online course that is in the witness protection program, or has a restraining order against an ex-spouse or another individual; it is of the utmost important that their identity remains private and protected. So, if the student is encouraged to post video assignments on YouTube, the faculty member also needs to have an alternative assignment ready if a student does not want their likeness in a public space. This approach would also hold for WikiSpaces, Google Docs, or other open communication environments.