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AUG 26 2011

**GENERAL COUNSEL
Eastern Illinois University**

Dear Mr. Miller,

I would like to request the grades distribution for all formal courses at Eastern Illinois University for the Fall 2010, Spring 2010, Fall 2009, Spring 2009, Fall 2008 and Spring 2008 academic terms under the Illinois Freedom of Information Act. Any format is acceptable, but I would prefer an Excel or other spreadsheet file. The reports would include the following data points:

- Department Abbreviation
- Course Number
- Course Section
- Unique ID or CRN, if available
- Number of Students Completing Course
- Number of A's assigned
- Number of B's assigned
- Number of C's assigned
- Number of D's assigned
- Number of F's assigned
- Number of +/- Grades, if available
- Number of Credit grades assigned
- Number of No Credit grades assigned
- Number of Students Dropped

Since every school uses different methods for collecting and reporting information of this nature, if the system you use to run grades reports does not provide some of the information requested, please let me know; I am interested in any information you can provide pertaining to grades distribution.

I understand the information will be compiled in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), commonly known as the Buckley Amendment, and the dataset will not include undergraduate classes with an enrollment of less than 10 students or graduate classes with less than five students.

Please let me know of any fees this request may incur, as I would appreciate an estimate before the request is compiled. Additionally, I would like this information as soon as time permits. If you have any further questions, please feel free to contact me.

Regards,

Michael Franklin
University Relations Coordinator
MyEdu

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