



February 28, 2011

Attn: Mr. Robert Miller
General Counsel and FOIA Officer
Eastern Illinois University

Dear Mr. Miller,

I would like to request the grade distributions for all formal courses at Eastern Illinois University for the **fall 2010** academic semester under the Illinois Freedom of Information Act. Any format is acceptable, but I would prefer the information to be fulfilled electronically rather than in paper format. The report would include the following data points:

- Course Abbreviation (EX: CP SC)
- Course Number (EX: 101)
- Section Number and/or Unique ID
- 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 Students that Dropped

I understand that 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 that this request may incur. We would appreciate an estimate before the request is compiled. Additionally, we would like this info as soon as time permits. If you have any further questions, feel free to contact me.

Regards,
Emily Hensley
University Relations Coordinator

RECEIVED

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GENERAL COUNSEL
Eastern Illinois University

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