

One of the following documents is to be used when you wish to return coursework in a public manner, such as:

- ❖ Placing graded coursework in publicly accessible individual boxes
- ❖ Placing graded coursework in a pile or folder for students to search and collect their own papers
- ❖ Any other method of return where other individuals could access the student's coursework

Document 1: A roster form, which may be passed out in class. Since multiple students will see it, this type of roster can NEVER include the PUC ID number for each student.

Document 2: An individual form, to be filled out by each student.

You may select the document which best suits your purposes. (Under FERPA, the individual format is preferred but either one is acceptable).

As you will see, each form offers the student the option to decline public return of coursework. This is important under FERPA. When you pass out the consent form in class, you should briefly explain the methods that will be used for 1) public return of coursework, if the student consents, and 2) private return of coursework, if the student does not consent. It may be that the private return option will be less convenient for the student. This is acceptable under FERPA. However, the alternative must be offered.

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), it is the policy of Pacific Union College to maintain the confidentiality of student records.

**Family
Educational
Rights &
Privacy
Act**

Consent to Return Graded Assignments in a Public Manner

Course: _____

Term: _____

Fill out this portion of the form if you wish to give consent.

I understand that the record of my academic performance at Pacific Union College is confidential. However, in an effort to maximize instruction time and to minimize time required for the return of paperwork, I authorize the instructor of the course listed above to place my exams and assignments in a pick-up site that is accessible to the public. I realize that this means that other students could potentially see my coursework and scores.

I understand that I may rescind this waiver, in writing to the instructor, at any time during the academic term.

Student Name (Please print)	Student Signature	Date

Fill out this portion of the form if you **do not** wish to give consent.

I do not wish to waive my FERPA rights. I wish for my assignments and exams to be returned directly to me rather than being placed in a pick-up site that is accessible to the public. I understand that the return of my paperwork may take additional time because of my decision.

Student Name (Please print)	Student Signature	Date

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