



GRADED DOCUMENTS AUTHORIZATION FORM

Reasonable precautions will be taken to protect student privacy on graded papers. However, you are asked to respond to the following statement:

The Family and Educational Rights and Privacy Act (FERPA) prevents the instructor of this course from returning your graded papers by various means of public access (e.g. in alphabetized, paper-return boxes in a hallway) without written permission from you. This form provides an opportunity for you, if you so desire, to give permission for the instructor to return your graded papers by means of public access.

If you do not wish to allow the instructor to return your graded papers by public access, the instructor will not do so. You will need to make other arrangements for picking up your graded papers—at the instructor's convenience.

The convenience of having your grades emailed to you is an option, but because email is not a guaranteed secure means of information transmission, the instructor can send your grades by email only with your written permission, including the specific email address of your choice. Individual scores will not be given public posting.

Term:_____ Course # and Title:_____

Student Name (Print):_____

MAKE TWO CHOICES WITH TWO SIGNATURES:

1. Please put an "X" in one of the following choices, and then put your signature and today's date:

☐ I wish to have the instructor return my graded papers by means of public access.

☐ I do not wish to have the instructor return my graded papers by means of public access.

Signature:_____ Date:_____

2. Please put an "X" in one of the following choices, and then put your signature and today's date:

☐ I wish to have the instructor send my grades to the following email address:

(Please print clearly)

☐ I do not wish to have the instructor send my grades by email.

Signature:_____ Date:_____

RETURN THIS FORM TO YOUR INSTRUCTOR BY THE 3RD DAY OF CLASS.