

## FERPA CONSENT FORM for MUSIC-THEORY COURSES

The Family Educational Rights and Privacy Act of 1974 (FERPA) prevents the public from accessing certain information that Carroll Univ. maintains about you, such as your grades and your social security number. FERPA also restricts what information teachers may provide to others about you. Normally, this is good, but it also prevents teachers from returning your graded assignments in a manner in which others might have access to them.

Without a signed consent form, I am not permitted to leave graded homework and quizzes for you outside my door. But, it is to your benefit to be able to pick them up there, especially in the cases that (1) you've missed a class, (2) you wish to receive the assignment back early, or (3) you have an upcoming test and need the feedback. Otherwise, you'd simply have to wait until the following class period, or you'd have to schedule a time to meet me in my office.

If you choose to grant permission for me to leave graded assignments for you, I will only leave homework assignments and minor quizzes. I will never leave significant tests outside my door—you must pick those up.

I am told that I also cannot send grades over email to you, even at your request, because email is insecure. (Another may potentially open your mail or intercept it; or impersonate you.) With a signed consent, however, I can answer your questions about your grades via email.

Individual grades, understandably, will never be posted or distributed to the class.

More details on FERPA can be found on the web:  
<http://www.tamu.edu/admissions/records/ferpa>

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I understand the FERPA regulations and their intent.

I DO / DON'T (circle one) wish to have my graded homework and quizzes from MUS 111, 112, 113, 114, 211, 212, 213, 214 available to me outside my instructor's office.

I DO / DON'T (circle one) wish to grant my instructor the permission to discuss my grades with me over email.

Signed,

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

Date: \_\_\_\_\_