

FACULTY REFERENCE



Directory information can be released without a student's consent unless they are listed as confidential in Banner. ___ confirm with the University Registrar if you are not sure of a student's status.

Grades are considered educational records. _____ share/post student grades along with PII (Personally Identifiable Information). _____ leave graded exams, papers, or assignments out for students to pick up.



___ obtain written permission from a student if your letter of recommendation will include information from the student's educational record (grades, GPA, etc.) Since the letter of recommendation is part of the student's education record, the student has the right to read it unless they have waived that right of access.

