SPECIAL "DON'TS" FOR FACULTY

To avoid violations of FERPA rules, DO NOT:

- at any time use any part of the Social Security Number of a student in a public posting of grades

- ever link the name of a student with that student's social security number in any public manner

- leave graded tests in a stack for students to pick up by sorting through the papers of all students

- circulate a printed class list with student name and social security number or grades as an attendance roster.

- discuss the progress of any student with anyone other than the student (including parents) without the consent of the student

- provide anyone with lists of students enrolled in your classes for any commercial purpose

- provide anyone with student schedules or assist anyone other than college employees in finding a student on campus

Please visit the Molloy College Intranet site at:

http://lionsden.molloy.edu/ics/ferpa/index.htm

to complete the FERPA tutorial.