

Background: The Senate Rules and Elections Committee reviewed the most currently issued federal FERPA requirements concerning access of students to their educational records. Under the current FERPA policies, the University cannot have a policy of not allowing students to examine their educational records, despite the difficulties such access may cause for courses, including distance learning courses, in which it is desirable that exam questions not be disseminated even after the exam. The Senate Distance Learning and e-Learning Committee was consulted in the development of this recommendation.

Recommendation: The Senate Rules and Elections Committee requests that the Senate Council recommend to the University Senate that it approve the following changes to SR 7.2.2 (Code of Faculty Responsibilities):

7.2.2 Student Relations

Uphold the student academic rights as set forth in the *University Senate Rules* (see Section VI).

Present the subject matter of a course as announced and approved by the faculty in accordance with the procedures set forth by the University Senate, and to avoid the persistent intrusion of material which has no relation to the subject.

Meet classes as scheduled in accordance with University regulations. (Absences caused by illness or emergencies are clearly excusable; absence owing to attendance at scholarly meetings, occasional professional service, pedagogical experimentation, and the like, are exceptions which should be approved by the department chair and, where appropriate, substitution or reschedulings should be arranged.)

Be available to students for advising and other conferences, **preferably** by posting office hours and/or by allowing students to arrange for appointments at other mutually convenient times.

Arrange for appropriate interaction and communication with graduate students in the direction of their theses.

~~Return to, discuss with, or make available to students all papers, quizzes and examinations within a reasonable period of time.~~ Per federal FERPA requirements, allow students to review all of their educational records, including but not limited to papers, quizzes, and examinations (both the questions and the student's own responses). If the instructor does not wish to return students' graded work to them, the instructor must state in the syllabus when and how he or she will provide the students opportunities to view their work (for example, during office hours). If the restrictions that an instructor places on such opportunities present an undue burden for one or more particular students, the instructor must accommodate those students in some other way. If any of the records mentioned above are not returned to the students, they shall be retained by the instructor until 180 days subsequent to the conclusion of the academic term in which the problem occurred. In addition, student records and grading policy procedures including roll books, syllabi and attendance records (if applicable)--or copies of this information--shall be on file with the instructor or the department office whenever the instructor will no longer be available. [US: 10/16/89]