**Faculty Quick Reference**

## What Peer Learning Facilitators Can and Cannot Do

Peer Learning Facilitators (PLFs) are Instructional Student Assistants (ISAs) employed by CSUSB to provide peer-led academic support through Supplemental Instruction (SI), Embedded Tutoring, and Embedded SI. They are supervised by staff in the Academic Centers for Excellence (ACE). Faculty collaborate with PLFs in their courses but are not their supervisors and may not assign or expand ISA duties.

### What PLFs *Can* Do

- Facilitate peer learning through SI sessions, tutoring, and in-class active learning support.
- Support exam preparation and study skills (e.g., reviewing notes, discussing key concepts, practicing problems).
- Assist with grading tasks *only if*:
  - The grading assignment is approved and authorized by the Peer Learning Programs Coordinator or ACE Director (not by faculty alone).
  - The PLF has completed FERPA and IT security training and signed a confidentiality agreement.
  - The course instructor reviews and verifies all grades before they are finalized.

### What PLFs *Cannot* Do

- Access full course rosters, gradebooks, or records outside their assigned section.
- Independently enter or finalize grades in the university system.
- Receive or handle grade data without explicit supervisor authorization.
- Take on new duties directly assigned by faculty outside the scope of the Peer Learning Programs.

### Key Points for Faculty

- Grades are classified as Level 2 (Internal Use) data and protected under FERPA.
- PLFs may be considered "school officials" under FERPA *only when* acting under CSUSB's direct supervision and within their assigned role.
- Any faculty request for PLF involvement with grading must be routed through the Peer Learning Programs office (ACE).

### Questions?

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