



# THE UNIVERSITY OF VERMONT

## FERPA QUIZ

R.J. Sweeney, Sr. Assistant Registrar



## QUESTION 1

**Is UVM required to release  
directory information?**



**NO!**

UVM is NOT obligated to release directory information to anyone. FERPA states only that an institution *MAY* release information. When in doubt about whether information is directory information, or if you have an uneasy feeling about why it's being requested, do NOT release it.

In addition, we should always ask why the information is being requested.



## QUESTION 2

**Is access to student information the right of every University of Vermont staff or faculty member?**



**NO!**

Only employees with a LEGITIMATE EDUCATIONAL INTEREST should have access to student information. For legitimate educational interest to exist, a school official must need to review an education record in order to fulfill their professional responsibilities to the University.

Employment by the University does not give faculty/staff the right to view all student information.



## QUESTION 3

**You receive a phone call from the Burlington police department indicating that they are trying to determine whether a particular student attended class on a specific day.**

**Since they are in the middle of an investigation, are you allowed to give them this information?**



**NO!**

This request *MUST* be accompanied by a subpoena with jurisdiction. Non-directory student information will be released only with written authorization from the student or with a legally issued subpoena.



## QUESTION 4

**A student's parent calls to ask how his/her student is doing in a class. Can you provide this information without the consent of the student?**





**NO!**

Even if the caller is the student's parent and may be paying the student's education, you cannot give the parent information about how their student is doing in a class without the written consent of the student.



## QUESTION 5

**Can a professor post grades for students if only the last 4 numbers of the social security number or student ID number are used to identify the students?**



**NO!**

Posting exam, midterm, or final exam information for public viewing where the name or ANY portion of the SSN or student ID number of the student is shown is a violation of FERPA.

It is never okay to leave graded papers with names on them in a pile on a table for students to pick up.



## QUESTION 6

**An unauthorized person retrieves information from a computer screen that was left unattended. Under FERPA, is the University responsible?**



**YES!**

Information on a computer screen should be treated the same as printed documentation.

The medium in which the information is held is unimportant. Student information should not be left accessible or unattended, including computer displays.



## QUESTION 7

**You get a frantic phone call from someone who says he is a student's father and must get in touch with his daughter immediately because of a family emergency.**

**Can you tell him when and where her next class is today?**



**NO!**

For the safety of the student you cannot tell another person where a student is at any time. Inform the caller that they should contact UVM Police Services or the Registrar's Office for more information.



## QUESTION 8

**You receive a call from a recruiting firm asking for names and addresses of students with a GPA of 3.25 or better. They say they have important job information for these students.**

**Can you help these students get jobs by giving out this information?**





**NO!**

While we all want to help students to get good jobs, this request should be sent to the appropriate office.

Do not give out student information that pertains to grade-point average to anyone without prior written consent of the student. In this case, the request should be forwarded to the Registrar's Office. All outside requests for information such as dean's lists must be referred to the Office of the Registrar. Information about the recruiting firm could be provided to students by Career Services or individual colleges.



## QUESTION 9

**Do student education records include other mediums in addition to paper documents?**



**YES!**

FERPA covers education records maintained in any medium, including, but not limited to the following: handwriting, computer media (including what's displayed on your screen), print, video/audio, film, microfilm, microfiche and email.



## QUESTION 10

**Is an advisor required to let a student inspect and review his/her personal notes about the student that are kept in a file in the desk of the advisor's office?**

**These are files that have not been shared with others.**



**NO!**

"Sole possession" records are an exception to the definition of "education records" and are therefore not accessible to the student. As their title implies, records of this nature are only required to be accessible to the sole owner, which in this case would be the advisor.

Remember to keep in mind that once an instructor enters any notes into the Advisor Notes application in myUVM, they become part of the student's educational record.



## QUESTION 11

**Do FERPA rights continue after a student has graduated from UVM?**



**YES!**

This is true. Former students have FERPA rights just as current students. FERPA protection lasts for life.



## QUESTION 12

**A person comes to the College of Arts and Sciences office with a letter containing a signature that gives consent to release the transcript of a student.**

**Do you give the transcript to them?**





**NO!**

Official Transcripts are available only through the Office of the Registrar.

Students themselves must request Official Transcripts. Do not give any records to a third party. Students request their transcripts via myUVM. When an electronic transcript is requested, it is sent immediately. Mailed transcripts are sent the next business day, so there is very little wait time.

# Registrar 101

FERPA

Tools & Resources

**RJ Sweeney**

Associate Registrar  
363 Waterman Bldg.  
(802) 656-0573  
[rsweene3@uvm.edu](mailto:rsweene3@uvm.edu)

**Veronika Carter**

University Registrar  
363 Waterman Bldg.  
(802) 656-0589  
[vlcarter@uvm.edu](mailto:vlcarter@uvm.edu)

# FERPA: A GUIDE FOR FACULTY

<https://www.uvm.edu/sites/default/files/UVM-Policies/policies/ferpa.pdf>

## Overview:

The Family Educational Rights and Privacy Act (a.k.a. FERPA or the Buckley Amendment) is federal legislation enacted in 1974 that protects the privacy of student education records. FERPA applies to all current and former students of the University of Vermont. Once a student is in attendance at the University, the rights afforded to parents under FERPA, if any, transfer to that student.

## What rights are granted to students under FERPA?

- Right to Inspect and Review one's own Student Education Record
- Right to Request to Amend one's own Student Education Record
- Right to Provide Written Consent prior to disclosure of Personally Identifiable Information, except to the extent that FERPA authorizes disclosure without consent
- Right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Vermont to comply with the requirements of FERPA

## What records are NOT education records under FERPA?

- Sole Possession Records
  - records which are in the sole possession of the maker, are used only as a personal memory aid, and which are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
- Law Enforcement Unit Records
- Employment Records
  - employment records relating to university students who are employed as a result of their status as students are considered education records.
- Medical Records
- Post-Attendance Records
  - records created or received by the University of Vermont after an individual is no longer a student in attendance and that are not directly related to their attendance as a student.

**Common exceptions to written consent include (please see [policy](#) for additional items):**

- The information is considered “Directory Information” and the student has not taken formal action to restrict its release (a confidentiality indicator would appear on their record). Directory Information is information contained in a Student Education Record that would not generally be considered harmful or an invasion of privacy if disclosed.

At the University of Vermont, Directory Information is comprised of the following:

- name
- address
- telephone number
- University-issued email address
- dates of attendance
- class (grade level)
- most recent educational agency or institution(s) attended
- major field of study
- enrollment status
- awards
- honors (including Dean’s list)
- degree(s) conferred (including dates)
- past and present participation in officially recognized sports and activities
- physical factors: height, weight (applies to Varsity student-athletes only)
- photograph
- Residency or other post-completion placements (applies to Larner College of Medicine students only)

**Disclosure of information from confidential educational records is limited to the eligible student or to others:**

1. To whom the eligible student releases the records.
2. Who have a “Legitimate Educational Interest” - exists when a School Official needs to review a Student Education Record in order to fulfill their professional responsibility. A School Official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position.

## **FERPA “Danger Zones” for Faculty (not related to posting of grades):**

- Circulating a printed class list with student name and Student ID number or grades as an attendance roster.
- Discussing the progress of any student with anyone other than the student without the consent of the student (e.g. parents, employers, other students).
- Sharing student education record information, including grades or grade point averages, with other faculty or staff members of the University unless their official responsibilities identify their “legitimate educational interest” in that information for that student.
- Providing anyone with lists of students enrolled in your classes for any commercial purpose.
- Providing anyone with student schedules or assisting anyone other than university employees in finding a student on campus.
- Giving out directory information about a student who has requested confidentiality without their consent.
- Including personally identifiable information about student “A” in student “B’s” record without student A’s permission.
- Including FERPA protected information in a letter of reference without the student’s written permission (this includes the student’s GPA or grade in your class).

## **To avoid FERPA “Danger Zones” related to the posting of grades, MAKE SURE TO:**

- Never leave graded tests in a stack for students to pick up by sorting through the papers of all students.
- Never **require** students to use social security numbers, student ID numbers, birthdays, phone numbers, or derivatives of those numbers. Use a pin number that only the faculty member and the student know.
- Never link the name of a student with that student's ID number in any public manner.
- Never post the grades, even if coded, in alphabetical order or any other recognizable order.
- Use e-mail as a last resort. While emailing grades is permissible under FERPA, the Department of Ed has ruled that an institution will be held responsible for a violation if any unauthorized individual sees the grade via your electronic transmission. Use [Secure File Transfer](#) instead.
- If you are giving out grades or other FERPA protected information over the phone, make sure that the person you are speaking to is the student. Ask questions that only the student could answer, such as the name of the course and the term it was taken, an example of an assignment from the course, or questions that were on the final exam.

**When in doubt, err on the side of caution and do not release student educational information. Contact the Office of the Registrar for guidance.**

## Tools & Resources

### **myUVM**

<https://myuvm.uvm.edu/>

### **Registrar's Office website**

<https://www.uvm.edu/registrar>

### **Advisee List**

[https://www.youtube.com/watch?v=tFX0\\_dFqw5c&list=PLPt3WQ4ttelpYRPU3Uc7UMuNxogxHuv\\_&index=11](https://www.youtube.com/watch?v=tFX0_dFqw5c&list=PLPt3WQ4ttelpYRPU3Uc7UMuNxogxHuv_&index=11)

### **Class Roster / Faculty Dashboard**

<https://www.youtube.com/watch?v=PUWcQxY6004>

### **Enrollment Change: Never Attended, Disenrollment – Prereq checks, Credit change, section change, Email student, Email Class, Display Photos, Add a student**

[https://www.uvm.edu/~rgweb/zoo/Guide\\_AddStudentsToClassRoster.pdf](https://www.uvm.edu/~rgweb/zoo/Guide_AddStudentsToClassRoster.pdf)

### **Academic Alert**

[https://www.youtube.com/watch?v=wWEfLF7RpY0&list=PLPt3WQ4ttelpYRPU3Uc7UMuNxogxHuv\\_&index=4](https://www.youtube.com/watch?v=wWEfLF7RpY0&list=PLPt3WQ4ttelpYRPU3Uc7UMuNxogxHuv_&index=4)

### **Final Exams**

<https://www.uvm.edu/registrar/final-exams>

### **Grading**

Grades must be reported to the Registrar's office as soon as possible after the course is completed but not later than 72 hours after the final examination for that course. If the final exam is on the Friday of exam week, grades are due by noon on the following Tuesday.

### **Submitting Grades**

<https://www.youtube.com/watch?v=8WLucc0ZS8c>

[https://www.uvm.edu/~rgweb/zoo/Guide\\_SubmittingGradesOnline.pdf](https://www.uvm.edu/~rgweb/zoo/Guide_SubmittingGradesOnline.pdf)

### **Grade Changes**

[https://www.uvm.edu/~rgweb/zoo/Faculty\\_GradeChangesOnline.pdf](https://www.uvm.edu/~rgweb/zoo/Faculty_GradeChangesOnline.pdf)

### **Grade Change Exceptions**

[https://www.uvm.edu/~rgweb/zoo/Faculty\\_GradeChangesOnline.pdf](https://www.uvm.edu/~rgweb/zoo/Faculty_GradeChangesOnline.pdf)

### **Brightspace**

Overview and FAQ's:

<https://www.uvm.edu/it/kb/article-categories/brightspace/>

Need help using Brightspace?

<https://site.uvm.edu/brightspace/>

### **Registration Overrides**

[https://www.youtube.com/watch?v=cfvWsR\\_qcUE](https://www.youtube.com/watch?v=cfvWsR_qcUE)

Students need instructor permission after the first 5 instructional days of the semester to add

### **Course Building**

<https://www.uvm.edu/registrar/course-building>

#### **Expanded Section Descriptions**

<https://www.youtube.com/watch?v=LyjZls0aYNQ>

#### **Standard Meeting Patterns**

<https://www.uvm.edu/registrar/standard-meeting-patterns>

#### **Classroom Scheduling**

<https://www.uvm.edu/registrar/classroom-scheduling>

#### **Verify Your Courses for Next term**

<https://myuvm.uvm.edu/web/home-community/resources>