

Registrar 101

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FERPA

Tools & Resources

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FERPA

<https://www.uvm.edu/policies/student/ferpa.pdf>

INTRODUCTION

Educational records are kept by the University offices to facilitate the educational development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students.

A federal law, the Family Educational Rights and Privacy Act of 1974 (FERPA, also known as the Buckley Amendment) as amended, affords students certain rights concerning their student educational records. Students have the right to have some control over the disclosure of information from the records. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records.

STUDENT AND PARENT RIGHTS RELATING TO EDUCATIONAL RECORDS

Students have a right to know about the purposes, content, and location of information kept as a part of their education records.

They have a right to gain access to and challenge the content of their educational records. FERPA was not intended to provide a process to be used to question substantive judgments that are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, a grade in a course because they felt a higher grade should have been assigned.

Students also have a right to expect that information in their educational records will be kept confidential, disclosed only with their permissions or under provisions of the law.

Parents have the right to expect confidentiality of certain information about them in student records and, under certain conditions, to gain access to information in student educational records. For purposes of FERPA, the University considers all students independent, limiting the student educational record information that may be released to parents, without the student's specific written permissions, to directory information.

EDUCATIONAL RECORDS

Student educational records are specifically defined as records, files, documents, and other materials that contain information directly related to a student and maintained by the University or someone acting for the University according to policy.

Excluded from student educational records are records of instructional, supervisory, and administrative personnel and ancillary educational personnel in the sole possession of the maker and that are not accessible or revealed to any other person, except for a substitute. Additionally, notes of a professor or staff member intended for his or her own use are not part of the educational record, nor are records of police services, application records of students not

admitted to the University, alumni records, or records of physicians, psychiatrist, psychologists, or other recognized professionals.

Records relating to an individual who is employed by the University not as a result of his or her status as a student are also excluded. However, employment records relating to University students who are employed as a result of their status as students are considered educational records.

DIRECTORY INFORMATION

Some information about students is considered “directory information”. Directory information may be publicly shared by the institution unless the student has taken formal action to restrict its release.

Directory information includes:

- 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)

A student must formally request the University Registrar to prevent disclosure of directory information, except to schools officials with legitimate educational interests and certain others as specified in the regulations. Once filed, this request becomes a permanent part of the student’s record until the student instructs the University, in writing, to have the request removed.

GUIDELINES FOR FACULTY & STAFF

1. Do not refer requests for information from the educational record of a student to the proper education record custodian.
2. Do not keep only those individual student records necessary for the fulfillment of your teaching and advising responsibilities. Private notes of a faculty member concerning a student and intended for the faculty member's own use are not part of the student's educational records.
3. Do not keep any personal professional records relating to individual students separate from their educational records. Private records of instructional, supervisory, and administrative personnel and ancillary educational personnel are to be kept in the sole possession of the maker and are not to be accessible or revealed to any other person, except a substitute.
4. Do not change factual information regarding grades and performance in an educational record when the student is able to provide valid documentation that information is inaccurate or misleading. The substantive judgment of a faculty member about a student's work expressed in grades and/or evaluations is not within the purview of students' right to challenge their educational records.
5. Do not display student scores or grades publicly in association with names, Social Security Numbers, or other personal identifiers. If scores or grades are posted, use some code known only to you and the individual student. In no case should the list be posted in alphabetic sequence by student name.
6. Do not put papers, graded exams, books, or lab reports containing student names and grades in publicly accessible places. Students are not to have access to the scores and grades of others in class in ways that allow other students to be identified.
7. Do not request information from the educational record custodian without a legitimate educational interest and the appropriate authority to do so.
8. Do not share 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.
9. Do not share information from student educational records, including grades or grade point averages, with parents or others outside the institution, including in letters of recommendation, without written permissions from the student.
10. 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

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

Academic Alert

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

Grade Changes

https://www.uvm.edu/~rgweb/zoo/Faculty_GradeChangesOnline.pdf

Grade Change Exceptions

https://www.uvm.edu/~rgweb/zoo/Faculty_GradeChangesOnline.pdf

Blackboard Course Access

<https://www.youtube.com/watch?v=PpO8pTX5UxA>

Registration Overrides

https://www.youtube.com/watch?v=cfvWsR_gcUE

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>



THE UNIVERSITY OF VERMONT

FERPA QUIZ

Veronika Carter, University Registrar
R.J. Sweeney, Sr. Assistant Registrar



QUESTION 1

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



NO!

UVM is NOT obligated to release directory information, except under certain circumstances. 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 for 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 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.