

UNIVERSITY OF HARTFORD

FERPA REGULATIONS

The Family Educational Rights and Privacy Act of 1974 (“FERPA”) is a federal law that is designed to protect the privacy of and limit access to the education records of students. FERPA identifies the following privacy rights of students:

- The right to inspect and review their education records;
- The right to seek to amend their education records; and
- The right to have some control over the disclosure of information from their education records.

At the post-secondary level, parents, guardians, and other individuals associated with a student are not automatically granted access to the student's education records. Regardless of the student's age, all rights and responsibilities associated with a student's education records transfer from the parent or guardian to the student when the student begins attendance at a post-secondary institution (such as the University of Hartford), even if the parent or guardian is paying for the student's education. Therefore, according to federal law, staff and faculty may not discuss certain aspects of a student's education record with a parent, guardian, or other third party unless consent is granted by the student. The University of Hartford offers a "Consent to Release Student Information" form, which may be completed and submitted by a student to provide this consent. These forms are available at the Center for Student Success. Students may access the Consent to Release Student Information Form at the following link, https://www.hartford.edu/about/offices-divisions/office-registrar/files/ferpa_form.pdf. Completed forms are to be submitted to the Center for Student Success for processing.

To check if a Consent to Release Student Information form is on file through Banner:

- Please note that you must have security access to view student FERPA information.
- FERPA information on file can be viewed on the SWAFERP form.
- The first page of this form lists all Active Contacts. Please note that this form only displays two of the most recent records. If necessary, use your down arrow key to display additional records.
- The second page of this form lists the History of Contacts. Please note that this form only displays three records. If necessary, additional records may be viewed using the down arrow key on your computer keypad.

If you do not have access through Banner to view such information, please make sure to check with the Center for Student Success before disclosing any FERPA protected information to a third party. The Center for Student Success can be contacted by phone at phone number 860.768.4999 or by email at css@hartford.edu.

Remember, **When in Doubt, Do Not Share!!!**

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- DO NOT save student information on unprotected drives or disks.
- DO NOT leave work area unsecured.
- DO NOT leave documents with sensitive information lying around in plain sight.
- DO NOT share your password.
- DO NOT allow a student's grade to be exposed to any student other than to whom they belong.
- DO NOT release a student's schedule.
- DO NOT release copies of transcripts from another institution.
- DO NOT access student information unless there is a specific and legitimate educational and work related interest.
- DO NOT share protected student information with coworkers unless necessary.
- BE AWARE of publicly visible computer screens and documents.
- ALWAYS check Banner to see who a student has given FERPA access to.
- ALWAYS confirm the identity of the student using either a photo ID, UHart ID Number, or their UHart picture before releasing protected information.
- ONLY the student may consent to the release of their protected information to a third party outside of the university.
- ONLY access information specific to your duties.
- REFER RECORDS REQUESTS to the appropriate office (Registrar, Center for Student Success, Student Health Care, etc.).
- REFER SUBPOENAS AND OPEN RECORDS REQUESTS to the Office of General Counsel.
- WHEN IN DOUBT DO NOT SHARE!!!

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Information that May Be Shared (i.e. directory information)

Address(es)	Major or Field of Study
Telephone Numbers	Dates of Attendance
Email Address(es)	Enrollment Status
Photograph	Degrees and awards received
Place of Birth	Last institution attended