

TITLE: FERPA Regulation Procedures

NUMBER: TRA110

EFFECTIVE: 11 FEB 2008

REVIEWED: 19 SEP 2013

PURPOSE: To protect student records as outlined under the Federal Educational Rights and Privacy Act (FERPA).

PROCEDURES:

1. Records, released under FERPA, must have the consent of the individual whose record is being released.
2. Depending on the training situation, the IPS trainer may want to provide a consent form with the registration materials to be signed by the trainee for release of information pertaining to registration and/or completion of the course (i.e. grades).
3. No student records will be tracked by the social security number. Random numbers may be assigned to participants.
4. Faculty and staff are required to abide by FERPA regulations.
5. Adherence to FERPA will include any records maintained by IPS or its agencies in any automated database, including C2K, Saba, or agency maintained training software.

DEFINITIONS:

- Student: in any situation where someone is individually registered or enrolled with the University/IPS for attendance at a class, course or training program, irrespective of its educational "status" (e.g. credit courses v. non-credit certification and professional development v. professional training), or who actually pays for the attendance (e.g. employer v. employee).
- Contracted training: if IPS contracts directly with an employer or other sponsor for training and educational activities not requiring the registration or enrollment of specific individuals with IPS, i.e. attendance at the program or course is a function of the sponsor-attendee relationship rather than that of IPS and the attendee, FERPA would not apply.

RESOURCES

- UT IT0115 Information and computer System Classification
- UT FI0120 Records Management
- General Council memo, dated 7-24-2003

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