



(<https://link.uiowa.edu/l/9167a06d-096f-46bb-b14f-51cbbb8d7081?m=66af5137-5fd1-4f01-87b3-6728e8738e04&c=d.provost.operations&i=202108>)

Office of the Executive Vice President and Provost

MEMORANDUM

To:

Deans, Directors, and Departmental Executive Officers

From:

Lois J. Geist, associate provost for faculty

Tanya Uden-Holman, associate provost for undergraduate education

Re:

FERPA Training Requirements for Instructors

Date:

August 23, 2021

The Family Educational Rights and Privacy Act (FERPA) (<https://link.uiowa.edu/l/f721153b-0f8d-42e1-bc0d-90f8582f9c71?m=66af5137-5fd1-4f01-87b3-6728e8738e04&c=d.provost.operations&i=202108>) is a federal law that establishes confidentiality requirements and student rights to inspect and review education records. All UI instructors, including TAs and Adjuncts, are required to complete the online **FERPA training module and quiz** (<https://link.uiowa.edu/l/5ccf84fe-6553-4983-84b3-c83c50d6200e?m=66af5137-5fd1-4f01-87b3-6728e8738e04&c=d.provost.operations&i=202108>) at least **once** during their employment at the university. After having completed the training, instructors will be required to attest to an **Annual Certification Notice** on January 1st of each year in UI Self-Service. Further, instructors with administrative or advising duties needing administrative access to student records information in MAUI, beyond the class list information, must also complete the MAUI Access Request Form (<https://link.uiowa.edu/l/1956badf-b1ee-4fbc-a05d-73405f76c275?m=66af5137-5fd1-4f01-87b3-6728e8738e04&c=d.provost.operations&i=202108>), which requires DEO approval.

MAUI and ICON Users: Instructors who have **not** completed the online FERPA training module access to the MAUI (student record information) and the ICON (Iowa Courses Online) systems will be deactivated within two weeks after their first attempted log in until they have completed the online FERPA training module and quiz. (<https://link.uiowa.edu/l/7c18d0d6-156e-4035-b1e9-9f912ac6dff8?m=66af5137-5fd1-4f01-87b3-6728e8738e04&c=d.provost.operations&i=202108>) This will include being blocked from online access to class lists and student records, and student ID card photos.

For more information about FERPA, please see the Office of the Registrar's FERPA Handbook for Faculty and Staff (<https://link.uiowa.edu/l/f6c4b81b-58c2-45e1-9db9-8b124a4e84e2?m=66af5137-5fd1-4f01-87b3-6728e8738e04&c=d.provost.operations&i=202108>). For addition information please see the FERPA Training and Certification Requirements for Instructors (<https://link.uiowa.edu/l/c8e28a00-0222-41d0-af18-d54d68fea074?m=66af5137-5fd1-4f01-87b3-6728e8738e04&c=d.provost.operations&i=202108>) webpage.



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