

## **FERPA Basics For Faculty & Instructors – True/False Quiz**

(see [http://www.uww.edu/registrar/docs/UWW\\_Policy\\_Statement.pdf](http://www.uww.edu/registrar/docs/UWW_Policy_Statement.pdf) for full UWW FERPA Policy)

- \_\_\_\_\_ 1. “Education records” include only those records contained in a student’s academic transcript.
- \_\_\_\_\_ 2. Instructors have the right to inspect and review the education records of any student.
- \_\_\_\_\_ 3. If a student discloses in an open forum that he was taking “X” class and received “Y” grade, the instructor may infer that the student has given implied consent for the instructor to openly discuss the issue.
- \_\_\_\_\_ 4. An instructor is required to allow a student to inspect and review the instructor’s personal notes about the student that are filed in the departmental office.
- \_\_\_\_\_ 5. A parent has the right to access the education records of his/her child.
- \_\_\_\_\_ 6. A student has the right to inspect and review an essay submitted by the student, even if the instructor does not intend to return it to the student or to permanently maintain it.
- \_\_\_\_\_ 7. A college newspaper has the right of access to detailed information about disciplinary hearings for students at the institution.
- \_\_\_\_\_ 8. The institution should provide data to an external company that asks for a list of College of Business students who are in the top 10 percent of the senior class.
- \_\_\_\_\_ 9. An instructor has posted the grades of all the students in his class on the wall outside his office using partial ID numbers to identify the students. This is a violation of FERPA.
- \_\_\_\_\_ 10. A student has asked her instructor to write a letter of recommendation. The instructor may infer that the student has provided the appropriate FERPA consent to proceed with writing the letter.

## Answers

1. Q: "Education records" include only those records contained in a student's academic transcript.  
A: **FALSE.** *"Education records" include any record (in whatever format or medium) directly related to a student and maintained by the institution.*
2. Q: Instructors have the right to inspect and review the education records of any student.  
A: **FALSE.** *Any UWW employee must be able to demonstrate a legitimate, educational "need to know" to have the right to access a student's record.*
3. Q: If a student discloses in an open forum that he was taking "X" class and received "Y" grade, the instructor may infer that the student has given implied consent for the instructor to openly discuss the issue.  
A: **FALSE.** *There is no implied consent under FERPA, so regardless of what a student has said in public, an instructor shall not openly discuss the issue.*
4. Q: An instructor is required to allow a student to inspect and review the instructor's personal notes about the student that are filed in the departmental office.  
A: **TRUE.** *Records that are accessible to others, or verbally or physically shared with others, are "education records" and the student has a right to inspect them.*
5. Q: A parent has the right to access the education records of his/her child.  
A: **FALSE.** *Parents have no legal FERPA rights to inspect or receive information about their child's education records.*
6. Q: A student has the right to inspect and review an essay submitted by the student, even if the instructor does not intend to return it to the student or to permanently maintain it.  
A: **TRUE.** *If the essay is identifiable to the student, and if the instructor/department/institution still has it, the student has the right of access.*
7. Q: A college newspaper has the right of access to detailed information about disciplinary hearings for students at the institution.  
A: **FALSE.** *A disciplinary record is part of the "education record" for a student. Therefore, the details cannot be released to the public. There are, however, provisions for release of aggregate disciplinary information, certain information about crimes of violence, as well as release to alleged victims the results of campus disciplinary proceedings. Contact the Office of Student Life for more information about this matter.*
8. Q: The institution should provide data to an external company that asks for a list of College of Business students who are in the top 10 percent of the senior class.  
A: **FALSE.** *Grades and GPAs can never be released to the public without the student's written consent. The data should not be provided since it requires a GPA threshold to identify the top 10 percent students. However, honors (e.g. Term Honors) are considered Directory Information and a list of senior level students who have earned honors could be released (as long as the students on the list had not restricted the release of their Directory Information and individual student GPAs are not specifically cited).*
9. Q: An instructor has posted the grades of the students in his class on the wall outside his office using partial ID numbers to identify the students. This is a violation of FERPA.  
A: **TRUE.** *Grades and other confidential student education record information can never be publicly posted using student names, SSNs or student ID numbers (whole or partial), or something that can or might be interpreted by a third party.*
10. Q: A student has asked her instructor to write a letter of recommendation. The instructor may infer that the student has provided the appropriate FERPA consent to proceed with writing the letter.  
A: **FALSE.** *Since the letter of recommendation will likely include information that pertains to the student's success at UWW, and information that is not considered "Directory Information", the student must provide the instructor with written consent. The written consent must include the following three items: a) the records to be released; b) the party or class of parties to whom the records should be released; and c) the reason or purpose for the release of the records. An Authorization to Release Records form can be found at: [http://www.uww.edu/registrar/docs/FERPA\\_Authorization\\_to\\_Release\\_Education\\_Records.pdf](http://www.uww.edu/registrar/docs/FERPA_Authorization_to_Release_Education_Records.pdf)*