MEMORANDUM

To: Deans, Directors, and Departmental Executive Officers

From: Kevin Kregel, Associate Provost for Faculty, and Lon Moeller, Associate Provost for Undergraduate Education

Re: FERPA Training Requirements for Instructors

Date: August 21, 2017

The Family Educational Rights and Privacy Act (FERPA) 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 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, anyone needing administrative access to student records information in MAUI, beyond the class list information, must also complete the MAUI Access Request Form, which requires DEO approval.

**MAUI and ICON Users:** Instructors who have not completed the online FERPA training module will have their MAUI access deactivated two weeks after their first attempted log in and will not be recognized as an approved “Course Instructor” in the ICON system until they have completed the online FERPA training module and quiz. This will include being blocked from online access to class lists and student records, including student ID card photos.

**Instructors who do not use MAUI or ICON:** Instructors who have access to students’ education records, which includes student grades, student graded work and class lists, will be informed by their college of the need to complete the FERPA training module and quiz or complete the requirement via a different method.

For more information about FERPA, please see the Office of the Registrar’s FERPA Handbook for Faculty and Staff. For addition information regarding the FERPA training requirement, please see the Office of the Provost website: [https://provost.uiowa.edu/files/provost.uiowa.edu/files/ferpa.pdf](https://provost.uiowa.edu/files/provost.uiowa.edu/files/ferpa.pdf)

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