

## **Overview for Students**

As a current or former student, the information contained in your education records at UConn is protected by a Federal privacy law known as the Family Educational Rights and Privacy Act (FERPA). Under FERPA, you have certain rights related to your education records, including the right to have access to your own education records, and the right to have control over the disclosure of personally identifiable information from your education records (except in certain circumstances specified in the FERPA regulations). FERPA also requires University faculty, staff, vendors and affiliates (otherwise known as “school officials”) to protect your education records and the information contained in those records, and to only share the contents of those records in accordance with FERPA’s requirements. Except under limited exceptions specified in FERPA, school officials can only share your education records or discuss your records with your “prior written consent”—that is, your explicit permission in writing.

There may be times when students want to share certain records with someone outside the University or have that person contact a University office to discuss some aspect of their education records or information contained in your education records. This page provides you with information on the various ways students can provide the University with the documentation it needs to share certain records or discuss their contents where prior written consent is required.

### **Navigating Prior Written Consent at UConn**

At UConn, students may provide direct access to certain portions of the education records. Students also have the ability to provide permission for certain offices at UConn to discuss records held or managed by that office and/or services provided to the student through that office. Different processes are required for each of these options.

#### **Access to View Student Records**

Certain student records can be viewed electronically by individuals for whom a student has set up an account, designating that person as a “Delegate” who may access certain screens or content. These records fall into three (3) main categories: academic/registrar, financial/bursar and financial aid.

#### **Delegated Access**

The Delegated Access feature of the Student Administration System provides students with the option to provide access to view certain screens in their PeopleSoft account to whomever they choose (for example: your parent, spouse, employer). This allows the person to whom they choose to give this access (their “Delegate”) the ability to see certain screens in the Student Administration System that the Student selects for them to view.

By setting up delegated access, you are giving your prior written consent required for school officials of the University of Connecticut to give the individual(s) you specify as Delegate(s), access to the information you have specified within the Student Administration System. Delegates will be able to view different screens of your information based what education records you have permitted them to access.

Please know that you are entitled to change, amend or rescind this permission at any time. In order to change this permission, simply visit the Delegated Access page and edit your delegates or the access they may have accordingly.

Please note that giving your Delegate(s) access to view certain screens in the Student Administration System does not also provide the required consent for the University offices that are the custodians of the contents of those screens for the University to answer questions from your Delegate(s). In order to provide the required consent for University offices to speak about the contents of those screens, please visit the FERPA Designee Pin Page {<https://forms.prod.uconn.edu/feb/login/org/index.html>}.

Students can set up delegated access at <https://studentadmin.uconn.edu/>.

### Create an Authorize User for Payments and Payment Plan (TouchNet)

You can identify a parent, guardian, spouse, or employer to make payments on your behalf as an authorized user. The authorized user will also be able to enroll in the installment payment plan, and view your current financial activity.

#### Student

To create an authorized user:

1. Log in at <http://studentadmin.uconn.edu>, click **Self-Service** and then **Student Center**.
2. Scroll down to the **Finances** section and click the **Pay Bill, Manage Payment Plan, Authorize Users** link. This will bring you to the Payment Suite; select the tab that says **Authorized Users**.
3. For more info see <http://studentadmin.uconn.edu/help/students/pay-fee-bill-authorize-users-manage-payment-plan/>

### [Authorized User Payment Suite \(Login\)](#)

#### **Disclosing or Sharing Other Records**

In order for the University to disclose or provide access to other records beyond those housed in the Delegated Access system, a separate process must be followed. Students have two (2) options to provide their prior written consent:

1. The student may fill out and submit this [Release Form](#) to the office(s) that hold the records they would like shared.
2. If a student has a University-issued email account (e.g., \_\_\_\_\_@uconn.edu) the student may email University offices using that email account to request that specific education records be shared. In order to be valid, the email **MUST** be sent using the University-issued email account. The email must also contain the following:
  - Be signed and dated (this occurs automatically and electronically when the email is sent)
  - Specify the records that may be disclosed,
  - State the purpose of the disclosure, and
  - Identify the individuals or entities to whom the disclosure may be made.

**Allowing for Discussions:**  
**Granting Permission for University Staff to Discuss Certain Types of Student Information**

FERPA Designee Pin Page

The University's FERPA Designee Pin Page allows students to grant permission to certain University staff to discuss certain types of information related to their education records or information contained in student records with individuals specifically designated by the student. Students may log into the [FERPA Designee Pin Page](#) to designate anyone – (e.g., a parent, a guardian, a significant other, employer) to grant permission for University staff to discuss the categories of information listed below. The individual a student designates is called the student's "FERPA Designee." Students will enter the following information into the FERPA Designee Pin Page for each person they choose to designate 1) proper name (first and last name) of the designee 2) assign each designee a 4-digit pass code 3) select what categories of information they give permission for University staff to discuss.

After the FERPA Designee Pin Page is completed, students should make sure that each designee knows their 4-digit pin code and what categories of information they have granted permission for University staff to discuss. When a designee contacts an office they will be asked to provide their name and their 4-digit pin code. Names and pass codes must match what is listed on the FERPA Designee Pin Page in order for University staff to discuss information specific to a student's education record.

The FERPA Designee Pin Page permits certain University offices to discuss the following categories of information:

**Academic & Advising Information:** Academic progress including final and mid-semester grades, grade point averages, academic standing, registration planning, course selection and current enrollment (this does not include times and locations of courses), holds related to academic issues, enrollment appointment times, and communication with advisors, including information contained in forms and petitions.

**Global Affairs**

**International Student & Scholar Services:** SEVIS and visa status; immigration advising;  
ISSS/Visa Compliance fees; immigration status documents.

**Educational Abroad:** Education Abroad application status, materials, and progress including country/university of study, travel arrangements, transcripts, correspondence, and related fees.

**Husky One Card Information:** Husky One Card Information: Husky Bucks transaction history, including balances and deposits; Husky Bucks transactions pertaining to the student fee bill; online photo submission; and issues relating to using the Husky One Card to access services.

**Parking:** Information regarding parking applications and assignments, parking enforcement (including citation history, appeals, vehicle tows & relocations), use of commuter options, transaction history and balances, deposits, vehicle registration, and other related information.

**Residential Life Information:** Financial information pertaining to Residential Life matters (damage billing, credits, refunds, general billing, and charges information); Lottery and other related information; Roommate concerns and related information; student conduct matters pertaining to Residential Life (prior history, incident reports).

**Student Affairs/Services:** Voluntary separations from the University, readmission to the University, Short Term Emergency Loans (STELF), residency status and applications for change, status of requests for excused absence from and rescheduling of final examinations, requests for extensions of incomplete grades, general issues of an academic or personal nature in which a student may request support. This includes information contained in forms, correspondence and student records directly related to the approval criteria or process.

**Student Conduct:** Student conduct information contained in files, including but not limited to, incident reports, case documents, correspondence, and parental notification letters. Student conduct files may only be discussed by the department with the custodial duty of the records in question.

### **Student Financial Information**

**Bursar:** The student's fee bill balance, charges, debits, credits, payments, and related service indicators appearing on their account. Past due amounts and/or collection activity, payment plans, third party sponsorship, and 1098T information. Health insurance waiver status and generic health service charge information. University-maintained loan disbursements, loan billing, and repayment history. NOTE: Being listed as a student's designee gives the University permission to disclose information. It is NOT the same as designating an authorized user for e-bills and payment plans.

**Financial Aid:** The student's pending, current or previous financial aid awards, certain financial aid application data, enrollment status, withdrawal dates, document requests, processing status, eligibility, disbursements, employment history and related matters, and all correspondence.

*The FERPA Designee Pin Page may not be used to disclose copies of education records. The FERPA Designee Pin Page only covers discussions regarding student information, not the disclosure of the records themselves. For information regarding the process to disclose copies of student records, please see the section regarding "Disclosing or Sharing Other Records" above.*

It is important to note that the FERPA Designee Pin Page does not cover every topic of discussion. Nor does it cover discussions with all University employees about a student. Offices not listed above may require that a student follow the process described in the "Disclosing or Sharing Other Records" section above before discussing any matter about a student. Further University staff may determine when additional consent of the Student is required. In such cases, University staff may require that the processes outlined in the "Disclosing or Sharing Other Records" section above be followed before discussions regarding a student may occur.

Additionally, *please note the FERPA Pin Page DOES NOT apply to discussions with faculty.* Discussions with faculty should also utilize the process outlined in the “Disclosing or Sharing Other Records” section above.