



FACULTY RESOURCE GUIDE
FERPA • LIABILITY RELEASES • CONSENT FORMS

All faculty and staff are required to protect the privacy of student records, comply with institutional and federal compliance regulations for research involving human subjects, and implement risk management measures and adhere to reporting protocols for student travel.

PURPOSE: This guide outlines the different types of liability releases and consent forms that faculty are required to distribute, collect, and submit to the appropriate office(s) as part of their institutional responsibility as representatives and agents of the University of Houston.

Directory of Forms

Click on the form title for an explanation of the form type, when to use and where to submit upon completion. The following forms are also available for download from the College's website-www.arch.uh.edu

- **FERPA: AUTHORIZATION TO RELEASE EDUCATIONAL RECORDS FORM (OGC-SF-2006-02)**
- **AUTHORIZATION FOR USE OF IMAGE, VOICE, PERFORMANCE, ARTWORK OR LIKENESS (OGC-SF-2003-02)**
- **AUTHORIZATION FOR USE OF IMAGE, VOICE, PERFORMANCE, ARTWORK OR LIKENESS—LONGER-TERM ACTIVITY (OGC-S-2019-03)**
- **COPYRIGHT USE PERMISSION AND NON-EXCLUSIVE LICENSE AGREEMENT**
- **RELEASE AND INDEMNIFICATION AGREEMENT (OGC-S-2013-11)**

FERPA: Authorization to Release Educational Records Form (OGC-SF-2006-02)

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines.

Education records may include but are not limited to:

- Grades
- Grade points
- Listing of students' names along with grades
- All papers or lab reports containing student names and grades
- Letters of recommendation
- Photos of individual students
- Identifiable information attached to a student
- Student image, voice, performance, artwork or likeness

Written consent must be given by the student PRIOR to the release or distribution of their education records.

Where do completed forms go?

Students must complete the FERPA Release and email to archsso@central.uh.edu
Filing convention: Student Name-Semester Year [Example: Trang Phan-Fall 2022]

Authorization for Use of Image, Voice, Performance, Artwork or Likeness (OGC-SF-2003-02)

When using photographs or video of individuals in connection with the University of Houston, including on the website (www.uh.edu) and related sites, in any UH-produced programs, advertising, promotion, social media and/or publicity, it is important to consider if an [Authorization for Use of Image](#) form ("release") from the subjects/models is required before the photography is published or otherwise made publicly available. For a full reading of the University's guidelines for this regulation, please go to: <https://www.uh.edu/marcom/guidelines-policies/photo-release/>

Where do completed forms go?

STUDENTS: Complete using this filing convention: Media Release-Student Name-Course Name-Semester [Example: Media Release-Trang Phan-ARCH 1500-Fall 2022]

FACULTY: Collect forms from students and submit to archsso@central.uh.edu
Use this filing convention for the submission: Course Number-Faculty Name-Semester Year
[Example: ARCH 1500-ABCD-Fall 2022]

Authorization for Use of Image, Voice, Performance, Artwork or Likeness—Longer-Term Activity (OGC-S-2019-03)

When using photographs or video of individuals in connection with the University of Houston, including on the website (www.uh.edu) and related sites, in any UH-produced programs, advertising, promotion, social media and/or publicity, it is important to consider if an [Authorization for Use of Image](#) form (“release”) from the subjects/models is required before the photography is published or otherwise made publicly available.

**This form is used for activities that occur over an extended period of time.

For a full reading of the University’s guidelines for this regulation, please go to:
<https://www.uh.edu/marcom/guidelines-policies/photo-release/>

Where do completed forms go?

STUDENTS: Complete using this filing convention: Media Release LT-Student Name-Course Name-Semester [Example: Media Release LT-Trang Phan-ARCH 1500-Fall 2022]

FACULTY: Collect forms from students and submit to archsso@central.uh.edu
Use this filing convention for the submission: Media Release LT-Faculty Name-Semester Year
[Example: Media Release-ABCD-Fall 2022]

Copyright Use Permission and Non-Exclusive License Agreement

<https://uh.edu/architecture/about/faculty-and-staff-information/>

This form covers the period of an Academic Year and should be presented to the students at the beginning of the Fall Semester. The form that covers copyright issues as well as the retaining of students’ work by the CoAD.

At various times during or after expiration of the SCHOOL YEAR, one or more official representatives or employees of UH may select certain WORKS to display, use, publish, or recreate, in original or modified form, all of or portions of such WORKS, for academic teaching purposes and/or non-academic purposes such as but not limited to commercial and non-commercial purposes, public display or broadcast, advertising, promotion of UH, contests, creation of textbooks, creation of derivative works, videos, podcasts, and other purposes potentially beneficial or gainful for UH, (collectively, USE).

The signed form should suffice to meet the CoAD's needs for using any student-created pieces, for whatever purpose one desires, including providing one with a limited right of possession and control of the same, so long as the CoAD desires. The only thing it does not convey is ownership (copyright ownership or property ownership) in the piece. However, it provides that the CoAD can keep and use the selected pieces, for whatever purpose, without cost, so long as the CoAD desires to maintain such possession and control, provided the CoAD returns it to the student when no longer needed.

The student retains actual copyright and property ownership of the item, so in actuality they can also leverage their rights in the item in parallel with the CoAD's exercise of the same, provided it doesn't interfere with or deprive the CoAD / faculty of possession and control of the item during the CoAD's desired term for such possession and control. In other words, they could still publish about it, etc. If they have a need for temporary possession to accomplish the same, they will need to contact the CoAD to arrange for their temporary, parallel use of the item, so long as it doesn't interfere with the CoAD's priority use and control, and returning it back to CoAD's possession and control when they're finished with it, until such time as the CoAD permanently returns it back to them.

In other words, UH/CoAD and the student will each enjoy the copyright in parallel, but UH/CoAD will have the priority right of possession and control of the item. But the CoAD will not have the right to prevent the student from publishing, creating derivative works, etc., about the item, since they are the actual copyright and property right owners of the item.

Where do completed forms go?

STUDENTS: Complete using this filing convention:

Copyright Use Permission and Non-Exclusive License Agreement-Student Name-Academic Year
[Example: Copyright Use Permission and Non-Exclusive License Agreement -FirstName
LastName-AY 2022-23]

FACULTY: Collect forms from students and submit to archsso@central.uh.edu

Use this filing convention for the submission:

Copyright Use Permission and Non-Exclusive License Agreement-Faculty Name-Academic Year
[Example: Copyright Use Permission and Non-Exclusive License Agreement-FirstName
LastName-AY 2022-23]

Release and Indemnification Agreement (OGC-S-2013-11)

This waiver or release of liability releases the University, its governing board, officers, employees and representatives from any and all liability for injury, death or damage to property that occurs while participating in a University activity or trip. The release also allows emergency medical treatment without cost to the University for the participant as a result of illness during the activity or trip, including on and off-campus activities and travel.

Where do completed forms go?

STUDENTS: Complete using this filing convention: Liability Release-Student Name-Course Name-Semester [Example: Liability Release-Trang Phan-ARCH 1500-Fall 2022]

FACULTY: Collect forms from students and submit to archsso@central.uh.edu
Use this filing convention for the submission: Liability Release-Course Number-Student Name-Semester Year [Example: Liability Release-ARCH 1500-ABCD-Fall 2022]