POLICIES AND PROCEDURES

SUBJECT: Family Educational Rights and Privacy Act (FERPA)

ISSUE DATE: 8/1/18

SUPERSEDES ISSUE DATE: 7/11/17

Policy Title: Family Educational Rights and Privacy Act (FERPA)

Policy & Procedure Statement:

It is the policy of Idaho College of Osteopathic Medicine to release certain directory information of its students. In compliance with the Family Educational Rights and Privacy Act (FERPA/PL 93-380), ICOM considers the following information to be directory information: name, academic majors and minors, academic classification, and e-mail address. Additional information may be released by obtaining a signed waiver from the student such as, the student’s address, telephone listing, date and place of birth, participation in officially recognized activities and sports, yearbook pictures, dates of attendance, degrees, awards received and most recent or previous educational institution attended, student’s photograph, student’s ID number, and enrollment status (e.g. undergraduate or graduate; full-time or part-time).

Student’s transcripts and permanent records are defined by FERPA as “education records” and they are electronically stored on a secured protected server indefinitely and in the Registrar’s Office of ICOM. The student’s record contains their transcript from ICOM, transcripts and transcript evaluations from other educational agencies attended by the student, the student’s application for admission, general correspondence with the student, and if applicable letters concerning misconduct. The student upon appointment may examine the transcript and contents of the permanent record with the Registrar.

FERPA regulations restrict access of a student’s educational record and academic information to those who have a legitimate educational need to know. Idaho College of Osteopathic Medicine guarantees each student certain rights in compliance with FERPA.
These rights include:

- “Inspect and review their education records.”
- “Challenge in a hearing the content of their education records, to ensure that they are not inaccurate, misleading, or in violation of their privacy rights.”
- “Be granted an opportunity to correct or delete any inaccurate, misleading or inappropriate information contained in their education records.”
- “Nondisclosure without prior consent of their education records, or of any information in those records that could reasonably reveal the eligible student’s identity.” FERPA does allow nonconsensual disclosures of education records under specific limited circumstances.
- “Request nondisclosure of directory information without prior consent.” (Source: The FERPA Answer Book for Higher Education, 2009 Wiley Periodicals, Inc.)

Idaho College of Osteopathic Medicine will receive and consider any eligible student’s request to exercise these rights. Eligible students requesting hearings concerning amendments must make these requests in writing.

Exceptions to FERPA regulations include, but are not limited to, the following: The health and safety emergency exception states that the institution may disclose personally identifiable information from an education record to appropriate parties including parents in connection with an emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.
All ICOM faculty and staff are required to complete annual FERPA training. Training is offered through CypherWorx CollaborNation and records of completion of all faculty and staff are kept in the office of Human Resources. More information can be found at: http://ed.gov/policy/gen/guid/fpco/ferpa/students.html

Approved by:

[Signature]

8/1/18

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CAO/Dean Date