POLICIES AND PROCEDURES

SUBJECT: STUDENT RECORDS POLICY

ISSUE DATE: 8/1/2018

SUPERSEDES ISSUE DATE: 8/1/2017

Policy Title: Student Records Policy

Policy & Procedure Statement:
It is the policy of Idaho College of Osteopathic Medicine and ICOM to release certain directory information of their students. In compliance with the Family Educational Rights and Privacy Act (FERPA; 42 USCA 1232 g, as amended), the Idaho College of Osteopathic Medicine will continue this policy of releasing the directory information, such information being defined by the Act in some or all of the following categories: the student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, yearbook pictures, dates of attendance, degrees, awards received, most recent or previous educational institution attended, electronic mail address, student’s photograph, grade level, student’s ID number, and enrollment status (undergraduate or graduate; full-time or part-time).

The ICOM Registrar’s office is responsible for the safekeeping of all ICOM student academic records. Where possible ICOM stores student information digitally but should the need arise a secure locked room, with locked fireproof cabinets for student records will be contained in the ICOM Student Services suite.

In addition, ICOM has a secure, confidential, and computerized record systems which is hosted offsite with secure backup. In the event of a disaster or closing of the school, all online student files will be available through web access to the offsite secure servers. All items entered are kept as a part of the permanent student record. The student’s record contains his/her transcript from ICOM, transcripts and transcript evaluations from
other educational agencies attended by the student, secondary school transcripts, Scholastic Aptitude and other standardized test scores, the student’s application for admission, general correspondence with the student, and if applicable letters concerning misconduct. Students may request to inspect records by completing the Request to Review Education Record form within the student information system or upon appointment with the Registrar. In line with FERPA rights the students can inspect and review education records within 45 days of the day ICOM receives a request to access them.

Idaho College of Osteopathic Medicine officials with access to the student’s educational records are the President, Chief Academic Officer, Academic Deans, Registrar, Assistant Dean for Student Services, and designees of these Idaho College of Osteopathic Medicine officials with a legitimate educational interest in the record.

Idaho College of Osteopathic Medicine guarantees each student certain rights in compliance with FERPA. These include the right to or protect from:

• “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.”

Students who are not provided full resolution sought by the request to correct or delete misleading or inappropriate information should be referred to the Assistant Dean of Student Services, who will inform them of their right to a formal hearing. All requests for formal hearing must be made in writing to the Dean, and the Assistant Dean of Student Services.

• “Nondisclosure without prior consent of their educational 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 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.

• More information can be found at: http://ed.gov/policy/gen/guid/fpco/ferpa/students.html

Any student has the right to file a complaint with the U.S. Department of Education conceding alleged failures by ICOM to comply with the requirements of FERPA.

Complaints regarding FERPA may be made with the following agency:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, D.C. 20202-5920 Phone:1-800-USA-LEARN (1-800-872-5327)

All ICOM students are required to complete annual FERPA training. Training is offered through CypherWorx CollaborNation and records of completion are kept in the office of Student Affairs.

Approved by:

8/1/18

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CAO/Dean                          Date