

## Family Educational Rights and Privacy Act (FERPA)

### Student Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to **inspect and review the student's education records** within 45 days of the day the University receives a request for access. Students should submit to Student Services a written request that identifies the record(s) they wish to inspect. An Associate Dean or appropriate school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by Student Services, the Associate Dean shall instead advise the student of the correct official to whom the request should be addressed.
2. The right to **request an amendment of the student's education records** that the student believes is inaccurate or misleading. Students may ask Student Services to add an amendment to a record that they believe is inaccurate or misleading. The student should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University official decides not to amend the record as requested by the student, the University official will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to **consent to disclosures of personally identifiable information** contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon reasonable written request for information, Student Services will disclose education records without consent to officials of another school in which a student seeks or intends to enroll, or agency in which the student seeks a medical license or privileges to practice medicine.

4. The West Virginia University School of Medicine provides an **electronic directory** through the password protected SOLE on line course system for access by students and faculty. As per FERPA guidelines, the School of Medicine has **designated directory information** to include a student's name, local mailing address, email address, and local phone number. All students have the right of non-disclosure. If you wish to have your personal information removed from the Electronic Directory, submit a written request with your signature no

later than the first of September of each calendar year.

5. The right to **file a complaint with the U.S. Department of Education** concerning alleged failures by Student Services to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

<https://studentprivacy.ed.gov/file-a-complaint>

*Approved: July 31, 2000*

*Updated: June 2020*

**LCME Element: 11.5 Confidentiality of Student Educational Records**

At a medical school, medical student educational records are confidential and available only to those members of the faculty and administration with a need to know, unless released by the student or as otherwise governed by laws concerning confidentiality.

**LCME Element: 11.6 Student Access to Educational Records**

A medical school has policies and procedures in place that permit a medical student to review and to challenge his or her educational records, including the Medical Student Performance Evaluation, if he or she considers the information contained therein to be inaccurate, misleading, or inappropriate.