Northeast Ohio
MEDICAL UNIVERSITY

Annual FERPA Notice

Notice to all students:

I want to take this opportunity to give you a summary of your rights under the Family Educational Rights and Privacy Act (FERPA), the federal law that governs release of, and access to, student education records. The Family Educational Rights and Privacy Act, commonly referred to as FERPA or the Buckley Amendment, affords students certain rights regarding their education records. **These rights include:**

- **The right to inspect and review your education records** within 45 days of the day the University receives a request for access.
- **The right to request an amendment to your education record** that you believe is inaccurate, misleading, or otherwise in violation of your privacy rights under FERPA. A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants to change and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and their right to an appeal/hearing.
- **The right to provide written consent before the University discloses personally identifiable information from your education records,** except to the extent that FERPA authorizes disclosure without consent.

  The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, 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 to fulfill his or her professional responsibilities for the University.

  FERPA also allows for the release of "Directory Information" to external constituencies and third-party individuals without the prior consent of the student. **NEOMED has recently updated what is identified as Directory Information to only include the following**:

  Category I: Student name, address, telephone number, email address, username, date and place of birth, photograph, enrollment status, (graduate or professional; full or part time) cohort year, dates of attendance.

  Category II: Previous institutions attended, major field of study, awards, honors and degrees conferred (including dates), past and present participation in officially recognized activities and residency match results .

  However, as a general policy, NEOMED does not release lists of student information to external constituents (or "third-parties") unless it's perceived as a potential benefit to the

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student (e.g., national and/or state AAMC associations). Students can choose to restrict access to their Directory Information with written consent if they desire.

All students are provided with the opportunity to initiate a FERPA non-disclosure restriction on their account at the beginning of each academic year. The annual deadline for submitting a FERPA non-disclosure request is September 30 of each year a student is enrolled.

Initiating a FERPA non-disclosure restriction prevents university personnel from releasing Directory Information to any entities not specifically excluded from this release as identified in the federal legislation. *Students should carefully consider whether they want to initiate a FERPA non-disclosure restriction on their record as it may have unintended consequences*.

- **The right to file a complaint** with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

Additional information about NEOMED's student records privacy compliance can be found on the Office of the Registrar webpage. Questions or concerns about this information should be directed to the University Registrar.

A detailed review of FERPA legislation can be found at the U.S. department of Education website at https://studentprivacy.ed.gov/ferpa.

Yours in Service,
Katherine Miranda, M.A.
University Registrar