

## **Education Records: Privacy Rights/ Student Records**

Marshall University fully complies with the Family Educational Rights and Privacy Act of 1974. The federal law is designed to protect the privacy of education records, to establish the right of students to inspect and review their educational records and to provide guidelines for the correction of inaccurate or misleading information.

Copies of the full Marshall University policy, entitled "Education Records: Privacy Rights of Parents and Students," may be obtained from the Student Legal Aid Center, Memorial Student Center, Room 2W29 (696-2366). A federal office has been established to investigate, process, and review complaints. Students who believe the university has failed to comply with the privacy act are encouraged to contact: Family Educational Rights & Privacy Act Office, Department of Health, Education & Welfare, 330 Independence Avenue, SW, Washington, D.C. 20201, Telephone: (202) 245-7488

The Marshall University School of Medicine insures students' access to their official academic and disciplinary records, and prohibits the release of personally identifiable information, other than directory information, from these without their permission except as specified by law. Directory information shall include:

- student name, address, telephone number, pager and e-mail addresses
- date and place of birth, non resident or resident status
- dates of attending medical school and, if applicable, and degree and awards received
- undergraduate major field of study, and any degrees and awards received
- professional schools degrees and awards received
- the most recent previous educational agency of institution attended
- participation in officially recognized activities
- medical school class and rotation schedules

Students may withhold any or all parts of the directory information by notifying the Offices of Academic or Student Affairs in writing, a reasonable time after the first day of class of the fall term (or subsequent term of the academic year if not enrolled for the fall term.) A request for non-disclosure will be honored by the institution for only one academic year; therefore, authorization to withhold directory information must be filed annually as described above.

Official student records are maintained in the Office of Academic Affairs and will be made available for student review. For the purposes of this policy,

the following definitions of terms apply:

Student - any person who attends or has attended Marshall University School of Medicine.

Education records - any record (in handwriting, print, tapes, film, or other medium) maintained by Academic Affairs Office at Marshall University or an agent of the university which is directly related to a student, except:

1. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to other person except a temporary substitute for the maker of the record.
2. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
3. Records made or maintained by a physician, psychiatrist, psychologists, or other recognized professional or paraprofessional if the records are used only for treatment of a student and made available only to those persons providing the treatment. However, physician statements and records relating to request for any physical or mental reasonable accommodations or associated with leave requests (sick or personal) will be included in the educational record.
4. Alumni records that contain information about a student after he or she is no longer in attendance at the University and that do not relate to the person as a student.