

Student Records and The Family Education Rights and Privacy Act (FERPA) Policy

Scope

Applies to students within the Mayo Clinic College of Medicine and Science (MCCMS) when their educational records are accessed, released or used.

Purpose

To protect the privacy of educational records in compliance with the [Family Educational Rights and Privacy Act of 1974 \(20 U.S.C., Section 1232-g\) \(FERPA\)](#).

Policy

Use of Records

- MCCMS faculty, administration, and staff are responsible for the careful protection of student records.
- Student educational records will only be used for appropriate MCCMS educational, administrative and internal research functions.

Release of Records

- MCCMS reserves the right to deny the release of any information unless required by law.
- MCCMS has designated the following data as directory/public information which may be released at the discretion of the School administrator without student permission unless mandated by Federal law (Solomon Amendment requests):
 - Name
 - General Mayo mailing address (site specific)
 - E-mail address
 - Telephone listing
 - Major field of study
 - Dates of attendance
 - Grade level
 - Enrollment status (full-time/part-time)
 - Degree/Certificates awarded
 - Participation in officially recognized activities
 - Academic degree, certificates, and/or awards/honors
- Directory/public information will not be released to organizations or institutions making large scale requests unless specifically directed by law.
- Student education records other than directory information including, but not limited to: transcripts, test scores, college advising records, disciplinary files, financial aid information, housing records and records of educational services that are provided to students are only disclosed to the following:

- The student and others on written authorization by the student;
 - Persons within the College who have a legitimate interest in the information for educational, administrative or research purposes;
 - Other educational institutions in which the student seeks to enroll or Mayo affiliated educational institutions, provided the disclosure is limited to official copies of student transcripts or test scores for the appropriate College office;
 - Other organizations conducting educational research studies, provided the studies are conducted in a manner which will not permit identification of students, and the information will be destroyed when no longer needed for the purpose for which the study was conducted;
 - Persons in compliance with a court order or lawfully issued subpoena; provided that a reasonable attempt is made to notify the student in advance of compliance thereof, except when required by law;
 - Appropriate persons in connection with an emergency if the information is necessary to protect the health or safety of the student or other individuals;
 - Accrediting organizations and state or federal education authorities when the information is needed for auditing, evaluating or enforcing legal requirements of educational programs; provided the accrediting organizations and authorities protect the data in a manner which will not permit the personal identification of students, and personally identifiable information is destroyed when no longer needed;
 - Appropriate persons or agencies in connection with a student's application or receipt of financial aid to determine eligibility, amount or conditions of financial aid; or
 - Parents of a dependent student as defined under the Internal Revenue Code.
- MCCMS will maintain a record of external requests for information from student education records other than directory information and the disposition of the requests.
 - Students may request to prohibit the release of directory (public) information by submitting a completed and signed [Request to Prevent Disclosure of Directory Information](#) form.

Access to Records

- Students have the right to access and inspect all information in the student educational record except:
 - Financial information submitted by parents; and
 - Confidential letters and recommendations collected under established policies of confidentiality or to which the student has waived in writing the right of inspection.
- Access must be granted no later than forty-five days after the request is made. Upon written request, students may obtain copies of items in their file generated by the college.

Amendments to Records

- Students have the right to:
 - request amendment of the contents of their education records,
 - have a hearing if the result of the request for amendment is unsatisfactory,
 - provide a statement for inclusion in the record if the decision resulting from the hearing is unacceptable to the student.

Student Complaints

- Students have the right to file a complaint with the U.S. Department of Education concerning alleged failure by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
 - Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue Southwest
Washington, DC 20202-4605

Privacy Rights Notification

- MCCMS will notify students annually of their privacy rights and their right to file complaints concerning the failure of MCCMS to comply with the requirements of FERPA.
- This notice is sent to all students no later than October 1st of each year per Federal regulations.

Policy Notes

N/A

Related Procedures

N/A

Related Documents

[Federal Family Education Rights and Privacy Act Authorization: Confidential Information Release](#) MC4430-17

Definitions

Family Educational Rights and Privacy Act of 1974 (FERPA): The federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

Solomon Amendment: Solomon Amendment is a federal law that allows military recruiters to access some address, biographical and academic program information on students age 17 and older who have not filed any FERPA restrictions. The Department of Education has determined the Solomon Amendment supersedes most elements of FERPA.

References

[Integrity and Compliance Office](#)

[Official FERPA Website](#)

Effective Date of Current Version

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