



Access to Mayo Clinic College of Medicine Student Records and Family Education Rights and Privacy Act (FERPA) Policy

College of Medicine

Scope

This policy applies to students within the Mayo Clinic College of Medicine (MCCM).

Purpose

The MCCM is committed to protecting 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). FERPA is 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.

Policy

- **Protection against misuse:** Appropriate MCCM officials are responsible for the careful protection of student records.
- **Appropriate uses:** Student educational records will only be used for appropriate educational, MCCM, administrative, and internal research functions.
 - **Directory (public) information:** MCCM has designated the following data as 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)
 - Mayo telephone listing, Mayo email address
 - Major field of study
 - Dates of attendance
 - Grade level
 - Enrollment status (full-time or part-time)
 - Degree and certificates awarded
 - Participation in officially recognized activities
 - Academic degree, certificates, and/or awards/honors
- Directory information will not be released to organizations or institutions making large-scale requests, unless specifically directed by law. Mayo Clinic College of Medicine reserves the right to deny the release of any information, unless required by law.
- **Other student educational records:** Student education records other than directory information include, but are 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. Such records 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.

- **Record of external requests:** MCCM maintains a record of external request for information from student education records, other than directory information and the disposition of the requests.
- **Requests for non-release of data:** 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:** MCCM provides the student with 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 45 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, to have a hearing if the result of the request for amendment is unsatisfactory and to provide a statement for inclusion in the record if the decision resulting from the hearing is unacceptable to the student.
- **Privacy rights notification:** Privacy rights: MCCM notifies students annually of their privacy rights and their right to file complaints concerning the failure of Mccm to comply with the requirements of FERPA. This notice is sent to all students no later than October 1 of each year per federal regulations.
- **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:
 - Policy Compliance Office
 - Department of Education
 - Maryland Avenue Southwest
 - DC 20202-4605
- Contact David Dahlen, MCCM Registrar, for additional information.

Related Documents

[Integrity and Compliance Office](#)

[Official FERPA website](#)

[Release of confidential information request: MC4430-17](#)

Approved By

Mayo Clinic Education Committee

Owner

Debra Lafferty on behalf of MCCM Policy Workgroup

Contact

Casey Crane, Mayo School of Graduate Medical Education, Operations Manager

Revision History

Implementation date: Longstanding

Last review date: January 2016

Next review date: January 2018