

NOTIFICATION OF RIGHTS UNDER FERPA FOR VTCSOM STUDENTS

Virginia Tech Carilion School of Medicine's (VTCSOM) policy regarding the confidentiality of student records is in compliance with the *Family Educational Rights and Privacy Act of 1974* (FERPA). FERPA was enacted 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 or misleading data. It is VTCSOM's policy to maintain as confidential all personally identifiable information in education records except those considered to be "directory information."

Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at VTCSOM includes student name, telephone number, **carilionclinic.org** e-mail address, degrees or certificates sought and/or conferred, program/class year, dates of attendance, awards and honors received, enrollment status, and name of the most recent previous educational institution attended.

VTCSOM, without consent of the student, may disclose directory information unless the student has restricted the release of this information. Students have the right to request that directory information not be disclosed to third parties by checking "no" on the "VTCSOM Directory Information Form" (from the Office of the Registrar. FERPA affords students in attendance certain rights with respect to their education records. These rights are:

- 1. The right to inspect and review the student's education records within 7 days of the day VTCSOM receives a request for access.** Students should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The VTCSOM official will make arrangements for access and notify the student of the time and place when the records may be inspected. Materials in any student record cannot be modified, removed, or copied by the student.
- 2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.** Students may ask the VTCSOM to amend a record that they believe is inaccurate or misleading. They should write the VTCSOM 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 VTCSOM decides not to amend the record as requested by the student, the VTCSOM will notify the student of the decision and advise the student of his/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 disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** Access to students' records, except directory information, which may be released, is never granted to individuals from off campus requesting information, unless the student involved has given written permission or as applicable law requires.

To minimize the risk of improper disclosure, academic, educational, and student affairs (including disciplinary records) are kept separate. Students may authorize disclosure of information to parents or anyone else by completing a *Consent to Disclose Information from Educational Records Form* available in the Registrar's Office. This authorization for disclosure may also be revoked by the student through written notification to the Registrar's Office.

VTCSOM may also exercise its discretion to disclose information from the student's educational records without written authorization from the student under the following circumstances:

- to federal, state, and local authorities involved in the audit or evaluation of compliance with education programs;
- to comply with a judicial order or subpoena;
- in connection with financial aid;
- to organizations conducting studies for educational purposes
- to accrediting organizations;
- to the parents of a dependent student (special guidelines apply);
- when a health or safety emergency is apparent;
- when directory information is being released;
- to an alleged victim of a crime of violence, the results of a disciplinary hearing may be disclosed; and
- to school officials who have a legitimate educational interest.

A school official is a person employed by VTC in an administrative, supervisory, academic or research, or support staff position (including security personnel and health staff); a person or company with whom VTCSOM has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as the MSPPC, 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 a student record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by VTCSOM 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, SW
Washington, DC 20202-5901

2013 Addendum to FERPA Annual Notice

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.