College of Medicine
Student/Trainee Records Policy (FERPA)

Purpose
The College of Medicine 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 a federal law designed to protect the privacy of education records, to establish the right of student/trainees 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
College of Medicine observes the following principles regarding student/trainee records and FERPA:

- **Protection Against Misuse:** Appropriate College of Medicine officials are responsible for the careful protection of student/trainee records.

- **Appropriate Uses:** Student/trainee educational records will only be used for appropriate educational, College of Medicine administrative and internal research functions. Access to those records is allowed only to those College of Medicine employees whose designated responsibilities reasonably require access or to persons whom the student/trainee has given written permission for access.

- **Directory (Public) Information:** College of Medicine has designated the following data as public information which may be released at the discretion of the School administrator without student/trainee permission unless otherwise requested (See: Request of Non-Release of Data): name, general Mayo mailing address (site specific), Mayo telephone listing, Mayo e-mail address, major field of study, dates of attendance, grade level, enrollment status (full-time/part-time), degree/certificates awarded, participation in officially recognized activities, and academic awards/honors conferred. Directory information will not be released to organizations or institutions making large-scale requests unless specifically directed by law. College of Medicine reserves the right to deny the release of any information unless required by law.

- **Other Student/trainee Educational Records:** Student/trainee 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 student/trainees. Such records are not disclosed to anyone except:
  1. the student/trainee, and others on written authorization by the student/trainee;
  2. persons within the College who have a legitimate interest in the information for educational, administrative or research purposes;
  3. other educational institutions in which the student/trainee seeks to enroll or Mayo affiliated educational institutions, provided the disclosure is limited to official copies of student/trainee transcripts or test scores for the appropriate College office;
  4. other organizations conducting educational research studies, provided the studies are conducted in a manner which will not permit identification of student/trainees, and the information will be destroyed when no longer needed for the purpose for which the study was conducted;
  5. persons in compliance with a court order or lawfully issued subpoena, provided that a reasonable attempt is made to notify the student/trainee in advance of compliance thereof, except when required by law;
  6. appropriate persons in connection with an emergency if the information is necessary to protect the health or safety of the student/trainee or other individuals;
  7. 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 identifications of student/trainees, and personally identifiable information is destroyed when no longer needed;
  8. appropriate persons or agencies in connection with a student/trainee’s application or receipt of financial aid to determine eligibility, amount or conditions of financial aid; or
  9. parents of a dependent student/trainee as defined under the Internal Revenue Code.
• **Record of External Requests:** College of Medicine maintains a record of external requests for information from student/trainee education records other than directory information and the disposition of the requests.

• **Requests of Non-release of Data:** Student/trainees may request to prohibit the release of directory (public) information by submitting a completed and signed “Request to Prevent Disclosure of Directory Information” form to the College of Medicine Registrar.

• **Access to Records:** College of Medicine provides the student/trainee with the right to access and inspect all information in the student/trainee educational record except:
  
  1. financial information submitted by parents; and
  2. confidential letters and recommendations collected under established policies of confidentiality or to which the student/trainee has waived in writing the right of inspection.

Access must be granted no later than 45 days after the request is made.

• **Amendments to Records:** Student/trainees 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/trainee. Student/trainees requesting an amendment of their education records should do so in writing, clearly identifying the part of the record they want changed and specifying why the student/trainee believes the record is inaccurate or misleading. Student/trainees should address this written request to the appropriate administrative staff member in the school they attend.

• **Privacy Rights:** College of Medicine notifies student/trainees annually of their privacy rights and their right to file complaints concerning the failure of College of Medicine to comply with the requirements of FERPA. This notice takes place at new student orientation and via e-mail annually in early October of each year.

• **College of Medicine Contacts:** Please contact the Administrator or Assistant Dean of the school you attend.

• **Student/trainee Complaints:** Student/trainees 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

**Related References**

- Official FERPA Web site link for additional information:
  

- FERPA online guide:
  

- Mayo Compliance Office:
  
  [http://mayoweb.mayo.edu/compliance-integrity/complianceoffice.html](http://mayoweb.mayo.edu/compliance-integrity/complianceoffice.html)

- Release of confidential information request: MC4430-17
  

**Implementation Date:** October 2005  
**Next Review Date:** September 2007  
**Responsible:** College of Medicine Registrar