

## Access to Student Records

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) OF 1974**

*Students* who are or have been in attendance at the University have certain rights to request, inspect, review and challenge the records maintained by the institution under the provisions of the Family Educational Rights and Privacy Act of 1974.

*The* University does not permit access to, or the release of, a student's education records or personally identifiable information contained therein (other than Directory information) without the student's written consent, except to officials of the institution and those granted access by the Act.

*Any* student at the University may review the complete text of the Family Educational Rights and Privacy Act of 1974 and implementing federal regulations at the Registrar's Office. Questions regarding the act or student rights there under should be directed to the Registrar.

### **ACCESS TO STUDENT RECORDS**

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<u>Type of Record</u>	<u>Responsible Official</u>	<u>Persons Who Have Access</u>	<u>Purpose of Access</u>
Permanent Academic	Registrar	Faculty and Staff	Academic Evaluation
Personal	Dean	Academic Administration & Student Services Staff	Student Evaluation and Advisement
		Persons and/or organizations designated by the University	Perform management or administrative tasks authorized by the University
Student Accounts	Controller	Accounting Staff	Accounting and Advisement
Student Financial Aid File	Director of Student Financial Aid	Financial Aid Staff	Administrative and Record Keeping
Transcript Requests	Registrar	Registrar's Staff	Administrative
Veterans File	Registrar	Registrar's Staff	Veterans Correspondence

### **Directory Information**

The following student information is available for release to the public\*:

1. Name, local address, telephone number
2. DMU email address
3. Major field(s) of study
4. Year in program(s)
5. Dates of attendance
6. Enrollment status
7. Degrees and awards received
8. Participation in officially recognized activities

**\* Students who wish to have this information withheld from the public must contact the Office of the Registrar to complete and submit the “Restrict Directory Information” form.**

### **Records Not Available to Students**

1. Financial records of the parents of the student.
2. Confidential letters and statements of recommendation placed in the education records prior to January 1, 1975, if such letters or statements are used only for purposes intended.
3. After January 1, 1975, confidential recommendations concerning admission, application for employment, or receipt of an honor or recognition are unavailable to student access if the student has signed a waiver of access.

### **Release of Information without Consent**

In addition to specific private individuals, government officials and agencies enumerated in the law may have access to student education records without consent. They are:

1. Accrediting institutions.
2. Parents of a dependent student (as defined in Section 152 of the IRS Code of 1954).
3. Appropriate persons in case of an emergency if such information is necessary to protect the health or safety of the student or other persons.

### **Release of Information with Consent**

For students who are off campus for clinical rotations, a waiver is used to release information to designated representatives (*e.g.*, spouse). The student must specifically name those individuals who may gain access to the student's academic information. The waiver must be signed by the student and kept in the permanent record.

### **Materials Not Included in Education Records**

The following materials are not directly accessible to students:

1. Personal notes and other materials, such as faculty daily records, created by individual college personnel as memory aids, provided they are not revealed to another person other than in the case of a substitute who performs another's duties for a temporary period.
2. Law enforcement (including campus security) records, provided that they are kept separate from education records, are for law enforcement purposes only, and are available only to other law enforcement officials from the same jurisdiction.
3. The employment records of a person who is employed but not enrolled at the college, if they are used for other than employment purposes.
4. Records of physicians, psychiatrists, psychologists, or other professionals or para-professionals used in treatment of the student. These records are available only to those providing treatment, but may be received by a second physician or other professional upon written release of said information by the student.

**Academic Class Rank**

Hospital Directors of Medical Education, Podiatric Medical Education or other designated medical and podiatric officers who require class standing information for a student may, upon written request to the Registrar, and with the written concurrence of the student, be given the exact class ranking for that student in accordance with the Family Educational Rights and Privacy Act of 1974. Rank is calculated for each class twice during an academic year, approximately January and July.

**DMU prohibits the use of its name/address/phone directories by students and employees, spouses, friends and families, for solicitation purposes.**