Policy Title: Students’ Right to Access Academic Records Policy

Policy Number: EC.11.01.170718

Applies to: All College of Medicine Students, Faculty and Staff

Date: 7/18/2017

1.0 Policy Statement:
It is the policy of the Elson S. Floyd College of Medicine (ESFCOM) to adhere to the Washington State University (WSU) policy regarding student records. Federal law requires WSU, thus ESFCOM, to annually notify current students of their rights under the Family Educational Rights and Privacy Act (FERPA).

2.0 Definitions:
FERPA: The Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education June 26, 2016.
Education Records: Any record that is maintained by the institution and contains information that is directly related to a student, including enrollment information, grades, advising files, admission information and any other records related to the student.

3.0 Responsibilities:
ESFCOM Office of Student Affairs – To direct records requests and maintain compliance with FERPA.
ESFCOM Associate Dean of Student Affairs – To receive and direct written requests for records.

4.0 Procedures
Under FERPA, a student has the right to:
1. Inspect and review their education records. Students shall submit a request to the Associate Dean for Student Affairs identifying the record that they wish to inspect. The Associate Dean for Student Affairs will make arrangements for how to access and notify the student of the time and place where the records may be inspected.

2. Deny disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Education records may be disclosed to school officials with a legitimate educational interest. A school official is: a person employed by WSU in an administrative, supervisory, academic, research, or support staff position (including health staff and WSU police); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee (such as a disciplinary or grievance committee, or
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assisting another school official in performing his or her tasks). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her educational responsibilities. WSU forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. Information from a student's education records may be released to appropriate persons in connection with a health or safety emergency.

3. File with the Department of Education a complaint concerning alleged failures by Washington State University to comply with the requirements of FERPA. Complaints should be addressed to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

5.0 Related Policy:
Faculty and Administration Access to Student Records EC.11.02.170516
WSU FERPA Policy

6.0 Key Search Words
Student records, disclosures, FERPA, privacy

7.0 Revision History

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Responsible Office: ESFCOM Office of Student Affairs

Policy Contact: Associate Dean Student Affairs

Supersedes: N/A