

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Family Educational Rights and Privacy Act	SOP #: RR.001.04
Effective Date	1/31/19
Last Revision/Review	08/2018, 8/28/19, 11/10/2021, 08/18/2022, 3/1/2023, 6/2/23, 5/9/2024

1. Purpose

Burrell College of Osteopathic Medicine complies fully with the provisions of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 CFR Part 99. The Family Educational Rights and Privacy Act of 1974, as amended, ("the Act," commonly referred to as "FERPA" or the "Buckley Amendment") is designed to protect the confidentiality of the records that educational institutions maintain on their students and to give students access to their records to assure the accuracy of their contents. The purpose of Burrell's Student Education Records Policy is to: inform students of their rights under the Act; inform employees, student workers, third-party contractors, and volunteers of Burrell's responsibilities under the Act; and to describe the circumstances under which Burrell may disclose student education records.

2. Related Policy/Authority

20 U.S.C. § 1232g; 34 CFR Part 99 the Family Educational Rights and Privacy Act (FERPA)

[https://www.ecfr.gov/cgi-bin/text-](https://www.ecfr.gov/cgi-bin/text-idx?SID=60c46fd633b6738d6744fb854faf1921&mc=true&node=se34.1.99_13&rgn=div8)

[idx?SID=60c46fd633b6738d6744fb854faf1921&mc=true&node=se34.1.99_13&rgn=div8](https://www.ecfr.gov/cgi-bin/text-idx?SID=60c46fd633b6738d6744fb854faf1921&mc=true&node=se34.1.99_13&rgn=div8)

[Policy B9040](#): FERPA

<https://burrell.edu/students/resources/office-of-the-registrar/>

3. Faculty/Staff Responsibilities

This policy applies to all "education records" of Burrell "students" as those two terms are defined within policy. All faculty and staff employees, student workers, third-party contractors, and volunteers of Burrell are expected to comply with this policy. At Burrell, FERPA is administered by the Registrar. Requests to review records, for copies of the statute or its attendant regulations, or for additional information concerning FERPA, should be directed to the Office of the Registrar.

4. Definitions/Abbreviations

Family Educational Rights and Privacy Act (FERPA)

5. Procedural Steps

1. **Annual Notice of Students' Rights under FERPA** – Burrell College publishes an annual notice on FERPA in the Student Handbook as well as on the Office of the Registrar website that summarizes student records privacy rights.
2. **Students Request for Access to Education Records** - In accordance with FERPA guidelines, students have the right to inspect and review their education record upon written request to the appropriate records custodian. The written request must specifically identify the records requested. Burrell College will comply with all requests within 45 days of receipt of the request.
 1. The college will utilize appropriate identification methods, such as a valid photo ID and/or verification questions, to identify the student requesting access.
 2. Records that are not considered "education records" as outlined in FERPA guidelines, will not be provided.

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3. If the record includes information on more than one student, Burrell College will redact all information pertaining to other students prior to student inspection.
4. Students with outstanding financial obligations will not receive copies of their official academic transcript until those obligations are satisfied. The student retains the right to review this information with the Registrar. All students retain access to unofficial transcripts that can be accessed anytime through the student information system.
3. **Requests to Amend Education Records** - Students have the right to request an amendment of student records if they believe information is inaccurate or misleading. This request process does not include appeals for grade changes (please reference [SOP AA.004 Request for Grade Review](#)) If Burrell College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment.
4. **Disclosure of Personally Identifiable Information** – The College requires signed, dated, written consent from a student to disclose personally identifiable information from an education record, except as otherwise noted in FERPA guidelines.
 1. The consent to disclosure must specify the records for which consent is granted, the purpose for the disclosure, and the identity of the person or organization to which the record can be disclosed. Students can provide consent to disclosure of information by submitting the Burrell College FERPA Authorization to Release Student Education Information form to the Registrar's Office. The consent will remain in effect until rescinded in writing via Revocation form or as noted in the "Duration" section of the request.
 1. In the event the form can not be submitted in person, students are required to have the authorization form notarized and returned to the Office of the Registrar via fax or email.
 2. Students can also submit this form electronically via their student portal by completing the "Authorization form".
 2. The College may disclose information from a student's education record to parties listed in FERPA Policy B9040.
5. **Disclosure of Directory Information** - Information designated as directory information may be released by the College without a student's consent.
 1. Directory information includes the following:
 1. Name
 2. Address
 3. Telephone number
 4. date and place of birth
 5. Major Field of Study
 6. Dates of Attendance
 7. Degrees and Awards received
 8. Photographs
 9. Educational Institutions Attended
 10. Enrollment Status
 11. Cohort Classification
 12. College and alternate E-mail address
 13. Leadership Participation in officially recognized activities
 14. Graduate medical Education placements
 2. Students may request to restrict release of directory information by submitting the Request to Prevent Disclosure of Directory Information form to the Registrar's Office.

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The request will remain in effect until a new request is submitted to rescind the original request. The non-disclosure will restrict disclosure of all directory information unless requested differently in writing.

3. Restricting directory information does not prevent the College from disclosing or requiring a student to disclose a student's name, student ID, or electronic identifiers in a class in which the student is enrolled.

A student may authorize the College to disclose the student's record and information subject to the law and applicable policies. The Authorization to Release Student Education Record Information form may be found on the College's website: <https://burrell.edu/students/office-of-the-registrar/>

6. **FERPA Training for Faculty/Staff** – Burrell College conducts annual FERPA Training with faculty and staff. The course discusses legal terms related to FERPA, general responsibilities of staff members, rules regarding confidentiality and disclosure, and the rights of students to access and inspect their own educational records kept by the school.
7. **Reporting Violations** – In the event of a FERPA violation (such as release of personally identifiable information), the school official is required to report the violation to the Office of Institutional Effectiveness within 24 hours via Incident report page: <https://burrell.edu/campus-safety-and-security/incident-reports/>
8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

6. Reports/Charts/Forms/Attachments/Cross References

FERPA related forms can be found at: <https://burrell.edu/students/office-of-the-registrar/>

Incident Report: <https://burrell.edu/campus-safety-and-security/incident-reports/>

7. Maintenance

The Registrar developed the procedure; it will be reviewed and updated annually.

8. Signature

Approved by
Registrar

5/9/2024
Date

9. Distribution List

All faculty, staff, Board of Trustees

10. Revision History

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Revision Date	Subsection #	Summary of Changes		New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
6.2.23	All	All Sections to address College procedures surrounding FERPA			6.2.23