



FERPA and Student Records Information Privacy

What is FERPA?

National University of Health Sciences (NUHS) is required to comply with the Family Educational Rights and Privacy Act of 1974 which sets forth the requirements regarding the privacy of student records. FERPA governs the release of education records maintained by NUHS and access to these records. This law applies to all levels of education from K-12 as well as postsecondary education.

Any educational institution (school or other entity that provides educational services and is attended by students) and educational agency (entity that administers schools directly linked to it) that receives funds under and program administered by the U.S. Secretary of Education is required to comply with the rules outlined under FERPA.

As NUHS moves toward an environment with less paper, it is important to note that the same principles of confidentiality apply to all media, including but not limited to paper records electronic data, email and video or audio tapes.



Access National's FERPA policy online at www.nuhs.edu.

In Summary:

- NUHS students must be permitted to inspect their own educational records. (limitations apply)
- NUHS officials are not permitted to disclose personally identifiable information about students nor permit inspection of their records without written consent unless such act is an allowable exception under the Act.

What Does FERPA Require for NUHS to be in Compliance?

- Students must be notified of their rights on an annual basis.
- Students must have the ability to inspect and review their educational records.
- Students must also be allowed the opportunity to request an amendment to errors in their records.
- NUHS must protect students' right to limit the disclosure of personally identifiable information contained in student records.
- NUHS must ensure third parties do not disclose personally identifiable information about its students (except under a limited conditions).
- NUHS must keep records of requests for and disclosures of student education records in limited situations.



For more information about FERPA compliance or student records privacy, contact the Office of the Registrar at registrar@nuhs.edu.

(over, please)

To Whom and Under What Conditions May NUHS Disclose Personally Identifiable Information?

- To anyone if the University has obtained prior written consent of the student
 - To anyone in response to requests for directory information unless the student has given written consent (information that is generally not considered harmful or an invasion of privacy if disclosed)
 - To authorized representatives of the following government entities if the disclosure is in connection with an audit or evaluation of federal or state supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs: 1.) Comptroller General of the United States; 2.) Secretary of Education; 3.) U.S. Attorney General (for law enforcement purposes only); 4.) state and local educational authorities
 - To university officials determined by the institution to have a legitimate educational interest
 - To agents acting on behalf of the institution (e.g. clearinghouses, degree/enrollment verifiers, technology partners)
 - To schools at which the student seeks or intends to enroll
 - To anyone who is providing financial aid to the student ("financial aid" does not include any payments made by parents) (conditions exist)
 - To organizations conducting studies for or on behalf of educational institutions
 - To accrediting organizations (for accrediting purposes)
 - To anyone if a health or safety emergency exists and the information will assist in resolving the emergency
 - To the student when identity can be properly established
 - To an alleged victim of a crime of violence of the results of a disciplinary hearing regarding the alleged perpetrator of that crime with respect to that crime
 - To anyone requesting the final results of a disciplinary hearing against an alleged perpetrator of a crime of violence or non-forcible sex offense
- (Foley Amendment)
- To the US Citizenship and Immigration Services (USCIS) for the purposes of the Coordinated Interagency Partnership regulating international students
 - To military recruiters who request "Student Recruiting Information" for recruiting purposes unless student has restricted the release of directory information (Solomon Amendment)— Student recruiting information is name, address, telephone listing, age (year of birth), level of education and major (conditions exist)
 - To the Internal Revenue Service (IRS) for purpose of complying with the Taxpayer Relief Act of 1997
 - To authorized representatives of the Department of Veterans Affairs (VA)



Directory Information at National

Pursuant to FERPA, the university designates certain information contained in student educational records as "Directory Information" for purposes of FERPA. Directory Information may include, but is not limited to, information such as:

- Student name
- Addresses
- Telephone numbers
- Email addresses
- Degrees and awards received
- Dates of attendance
- Previous educational institutions attended

Preventing Disclosure

Any student wishing to prevent disclosure of directory information must do so by submitting a signed and dated letter to the Office of the Registrar. Students are advised that previously printed documents (or documents already prepared and/or sent for publication prior to the student initiated request) may contain directory information as it was consented to before the student limited disclosure.

Students with questions are encouraged to write the Office of the Registrar at registrar@nuhs.edu.



For additional FERPA compliance information, visit the Family Compliance Office of the US Department of Education at: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>