

Notification of Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students over 18 years of age (“eligible students”) certain rights with respect to their educational records. These rights are explained in the attached policies concerning Notification of Rights under FERPA and Student Records. They are:

1. **The right to inspect and review the student’s educational records.**

The right to inspect and review the student's educational records within 45 days after the day Baylor College of Medicine (the College) receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect (Request to Inspect and Review form). The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. **The right to request the amendment of the student’s educational records that the student believes are inaccurate or misleading.**

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment.

3. **The right to provide written consent before BCM disclosures personally identifiable information (PII) contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.**

Directory Information is maintained on each student and may be released on request at the discretion of the College officials. Directory information is defined as information not generally considered harmful or an invasion of privacy if disclosed and includes, but is not limited to:

Name, local address, telephone number, pager number, date of birth, Major field(s) of study, photographs or information relative to participation in officially recognized activities, Dates of attendance, Enrollment Status, Degrees and awards/honors received, including dates, Previous educational institutions attended, Class standing/classification, Group or individual photos with or without identification, the student ID number/user ID or other unique personal identifier displayed on a student ID badge and/or used to communicate in electronic systems but only if the identifier cannot be used to gain access to educational records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

Disclosure without consent is permitted to school officials with legitimate educational interest. A school official is: a person employed by the College in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a temporary substitute for a faculty or staff member, members of committees and disciplinary boards, entities whom BCM designates by contract, as conducting business or performing services on its behalf (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; and a governmental agency requesting required reporting. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A “Legitimate Educational Purpose” is defined as a BCM official's need to know in order to perform: an administrative task specified in the official's position description, a supervisory or instructional task directly related to a student’s education, or a service or benefit for the student such as health care, counseling, student financial aid, etc.

If you are claimed as a dependent on your parent’s income taxes, they may have access to your records upon request.

In order to comply with Federal and State regulations governing the disclosure of Directory Information, each student is required to receive this document. A form for the purpose of requesting that directory information not be released is available at the Registrar’s Office at Baylor College of Medicine: One Baylor Plaza, DeBaKey Building M-210, Houston, TX. A student may opt out of disclosure of Directory Information at any time during the academic year. Any questions regarding this policy may be directed to the Office of the Registrar at Baylor College of Medicine.

4. **The right to file a complaint with the U.S Department of Education concerning alleged failures by Baylor College of Medicine to comply with the requirements of FERPA.**

Family Compliance Office
U.S. Department of Education 400 Maryland Ave., SW
Washington, DC 20202-4605