

DEPARTMENT: Registrar
POLICY NAME: FERPA and Training
POLICY NUMBER:
OWNER: Registrar
EFFECTIVE DATE: 06.30.2024

SCOPE

This policy applies to all students of Meritus School of Osteopathic Medicine (MSOM), as well as faculty, staff, and administrators who have access to student education records. It governs the collection, use, protection, and disclosure of student academic, financial, and related school records.

PURPOSE

MSOM is committed to protecting the privacy of student education records in compliance with the Family Educational Rights and Privacy Act (FERPA) and to providing ongoing training to faculty and staff regarding FERPA requirements.

This policy establishes MSOM's commitment to safeguarding student privacy and regulating the release of records, designating directory information, and ensuring all faculty and staff receive appropriate FERPA training to maintain compliance with federal law.

DEFINITIONS

FERPA: Family Educational Rights and Privacy Act; a federal law that protects the privacy of student education records.

Directory Information: Information in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed.

POLICY & ENFORCEMENT

1. FERPA Compliance

- MSOM follows the rules and regulations outlined under FERPA.
- Student academic, financial, and other school records are protected and will not be released without the student's written consent, except as permitted or required by law.
- The full FERPA policy is available on the U.S. Department of Education website: <https://studentprivacy.ed.gov/ferpa>.

2. Filing Complaints

- Students who believe that MSOM is not in compliance with FERPA may direct complaints to the Office of the Registrar.
- Students also have the right to file a written complaint with the Family Policy Compliance Office at:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5920

3. Directory Information

- Under FERPA, directory information refers to information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed.
- MSOM has designated **name** and **student email address** as its directory information.
- MSOM may disclose directory information to third parties without consent if it has given public notice of the types of information which it has designated as directory information, the parent's or eligible student's right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that they do not want any or all of those types of information designated as directory information.

4. FERPA Training

- Annually, all administrators, faculty, and staff complete the U.S. Department of Education's online computer-based training module Family Education Rights and Privacy Act (FERPA) 101 for Colleges and Universities.
- The Office of the Registrar tracks all training.

POLICY MANAGEMENT

FERPA policy is maintained by the U.S. Department of Education. The Registrar is responsible for the implementation and training of this policy.

RELATED PROCEDURES

[MSOM Academic Catalog and Student Handbook](#)

REFERENCES

U.S. Department of Education: [FERPA Overview](#)