

ACADEMIC RECORDS, FERPA, TRANSCRIPTS AND CONFIDENTIALITY

Students who are or have been in attendance at the University have certain rights to request, inspect, review and challenge the records maintained by the institution under the provisions of the Family Educational Rights and Privacy Act of 1974.

Any student may review the complete text of the Family Educational Rights and Privacy Act of 1974 and implementing federal regulations at the Registrar's Office. An individual accepted into an academic program and having completed all registration forms and having paid tuition is defined by Des Moines University as a student effective the first day of the first term of enrollment. Questions regarding the act or student rights thereunder should be directed to the Registrar.

The University will, on request, provide to any student the content of his or her educational records to ensure that the information is accurate and is not misleading or otherwise in violation of the privacy or other rights of the student. It is the policy of the University to comply fully with the rules, regulations and intent of Section 438 of the Family Educational Rights and Privacy Act of 1974, otherwise known as the Buckley Amendment. Notification of Rights: Family Educational Rights and Privacy Act (FERPA) FERPA affords students certain rights with respect to their educational records. They are:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to a University official a written request that identifies the record(s) they wish to inspect. If the records are not maintained by that official, he or she will advise the student of the correct official to whom the request should be addressed. The appropriate University official will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University 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 University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement and health staff); 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 discipline or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. The second exception that permits disclosure without consent is "directory information". Data considered by DMU to be directory information is:

- Name, local address, telephone number
- DMU email address
- Major field(s) of study
- Year in program(s)
- Dates of attendance
- Enrollment status
- Degrees and awards received
- Participation in officially recognized activities
- Residency/Match Results (DO students only)

Students who wish to have this information withheld from the public must contact the Office of the Registrar to complete and submit the "Restrict Directory Information" form.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Des Moines University to comply with the requirements of FERPA. Complaint address: U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue SW, Washington, DC 20202-8520.

Written consent of the student is required for disclosure of other personally identifiable information from the education records of the student, other than directory information, except for disclosure of such other records to:

1. University officials, including faculty, who have educational interests;
2. Officials of another school or school system in which the student seeks or intends to enroll;
3. Certain authorized representatives of state and federal agencies;
4. Persons and/or organizations designated by the University to perform specified management or administrative tasks; and
5. Lenders or lending agencies to whom a student has applied for financial aid, as may be necessary for such purposes. Directors of medical education requiring information for internship recommendations must submit a written request to the Registrar's Office.

An official request by the student is required for each transcript. Transcripts will not be issued to, or on behalf of, any student or graduate who has delinquent financial obligations to the University. The Registrar's Office maintains student records, including transcripts, permanently. Additional information regarding submitting a request is available on the Registrar's [webpage](#).

Additional information regarding access to student records is included in the Student Handbook.

An Overview of FERPA for students, faculty, and staff is available on the Registrar's [webpage](#).