




National University of Health Sciences General Policies

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 President		<u>2-11-09</u>	Date	

POLICY STATEMENT

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that National University of Health Sciences (NUHS), with certain exceptions, obtain a student's written consent prior to the disclosure of personally identifiable information from a student's education records. However, the University may disclose appropriately designated "directory information" without written consent, unless you have advised the University to the contrary in accordance with University procedures.

Procedures

The primary purpose of directory information is to allow the University to include this type of information from a student's education record in certain University publications. Examples include, but are not limited to: a student contact directory, NUHS yearbook, student recognition lists, graduation programs, alumni directory and homecoming reunion programs.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require Local Education Agencies (LEA) receiving assistance under the Elementary and Secondary Education Act (ESEA) of 1965 to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless students have advised the LEA that they do not want their information disclosed without their prior written consent.

If a student does not want the University to disclose directory information from their education records without prior written consent, that student must notify the NUHS Registrar's Office in writing at the start of each trimester. NUHS has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- E-mail address
- ID photograph
- Degrees, certificates, honors and awards received
- Date and place of birth
- Dates of attendance at NUHS
- Highest trimester completed
- Most recent educational agency or institution attended

Notifications of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to the education records. Refer to the FERPA policy for further clarification.