

# CONFIDENTIALITY OF STUDENT RECORDS

Creighton's policy relating to the confidentiality of student records is in keeping with the "Family Educational Rights and Privacy Act" (FERPA). Information about students or former students will not be released without the consent of the student other than in the exceptions stated in the Federal Act. FERPA affords students certain rights with respect to their educational records. They are:

1. **The right to inspect and review the student's education records.** Students should submit to the Registrar, Dean, Department Chair, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for access within 45 days of the day the University receives a request 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 official to whom the request was submitted, that official shall advise the student of the correct official to whom the request shall be addressed.
2. **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 identifying the part of the record they want changed, and specify why it is inaccurate or misleading. *Note: the right to challenge grades does not apply under this Act unless the grade assigned was inaccurately recorded.* 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 or 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.
3. **The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosures 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 Public Safety personnel and Student Health staff); a person or company with whom the University has contracted (such as an attorney, auditor, collection agency, the National Student Loan Clearinghouse or Student Advantage); a person serving on the Board of Trustees;

or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, the University discloses educational records without consent to officials of another school in which the student seeks to enroll.

FERPA also allows the University to disclose directory information without the written consent of the student. The School of Dentistry, however, will not do this; it will only release directory information with the student's consent. Directory information is information contained in an educational record of a student which generally would not be considered harmful or an invasion of privacy if disclosed. Directory information includes the student's full name, the fact that the student is or has been enrolled full time/part time status, local and permanent address(es), e-mail address, telephone number(s), date and place of birth, dates of attendance, division (school or class), class, major field(s) of study and/or curriculum, degrees and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, photograph, and previous educational agency or institution attended by the student.

A currently enrolled student may request any or all directory information not be released by completing and filing with the Registrar's Office a statement entitled "Student Request To Restrict Directory Information." Such filing of this request shall be honored for the remainder of the term in which the request is filed, except that such restriction shall not apply to directory information already published or in the process of being published.

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

The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U. S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

Reviewed: 09-21-15

**STUDENT CONSENT TO RELEASE EDUCATION RECORD**

To: Creighton University School of Dentistry

**(To Be Completed by Student)**

Student's Name (print): \_\_\_\_\_  
Last Middle First

I hereby consent to the release of information in my education record to the Requestor/Inquirer as indicated below for the purposes set forth below.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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**(To Be Completed by the Inquirer)**

Inquirer's Name & Title: \_\_\_\_\_

Agency/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Records to be Released (specify): \_\_\_\_\_

\_\_\_\_\_

Purpose of Access/Release: \_\_\_\_\_

\_\_\_\_\_

Pursuant to Federal law, I hereby agree that I will not disclose or permit any other party to have access to such information without the written consent of the student.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Present this completed form with your ID and/or credentials to [Designate]**

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**(To be Completed by the Record Maintenance Official)**

Access Granted or Information Supplied	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Comments: \_\_\_\_\_

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Date: \_\_\_\_\_ Signature: \_\_\_\_\_