

School of Medicine

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Office of the Dean
Registrar

Date: June 1, 2020

Memorandum to: School of Medicine Students

From: William Bryant Faust IV, EdD
Associate Dean and Registrar

Re: Notification of FERPA Rights

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- 1) The right to inspect and review your education records within 45 days of the day the University receives a request for access. School of Medicine student records are maintained in the Office of the Registrar, Miller Research Building, Suite 147, 733 North Broadway, Baltimore, MD 21205.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identify the records they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected.

- 2) The right to request the amendment of your education records that you believe is inaccurate or misleading.

If you feel there is an error in your record, submit a statement to the University official responsible for the record, clearly identifying the part of the record you want changed, and specify why it is inaccurate. That office will notify you of their decision and advise you regarding appropriate steps if you do not agree with the decision.

- 3) 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 unit personnel 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 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 education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by *State University* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

The University Policy on Family Educational Rights and Privacy adopted by Johns Hopkins University can be found at: <https://registrar.jhu.edu/student-privacy-ferpa/>.