

LSUHSC-NO Family Educational Rights and Privacy Act (FERPA) Notice

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

These rights include:

- the right to inspect and review the student's education records within 45 days of the day the University receives a request for access;
- the right to request the amendment of the student's education records that the student believes is inaccurate;
- 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; and
- the right to file a complaint with the U.S. Department of Education concerning alleged failures by LSUHSC-NO to comply with the requirements of FERPA.

The act further provides that LSUHSC-NO may release certain information about the student, designated as directory information, unless the student has informed the institution in writing that such information should not be released. Directory information is the information in the education record of the student that generally would not be considered harmful or an invasion of privacy if disclosed.

Directory information includes: the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, enrollment status, degrees, honors and awards received, expected graduation date, planned post-completion placement (e. g. AAMC match), and the most recent educational agency or institution attended by the student. A student who desires that any or all of the above listed information not be released must submit a written request to the Office of the Registrar no later than the 10th day of the academic term. For further information, consult the LSUHSC-NO Office of the Registrar website at:

<http://www.lsuhs.edu/no/students/>