

Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution like the University of East-West Medicine (UEWM).) These rights include:

1. The right to inspect and review your education records within 45 days after the day the UEWM receives a request for access. You should submit to the registrar a written request that identifies the record(s) you wish to inspect. The registrar will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the registrar on duty to whom the request was submitted, that registrar shall advise you of the time and place to whom the request should be addressed.
2. The right to request the amendment of your educational records that you believe is inaccurate, misleading, or otherwise in violation of your privacy rights under FERPA.

If you wish to ask the school to amend a record should write the registrar responsible for the record, clearly identify the part of the record you want changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify you in writing of the decision and your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing. This could take as long as four to six weeks for you to receive this information.

3. The right to provide written consent before the University discloses personally identifiable information (PII) from your education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without your prior written consent under the FERPA exception for disclosure to University officials with legitimate educational interests. A UEWM official is a person employed by UEWM in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of regents; or a student serving on an official committee, such as a disciplinary or grievance committee. A University official also may include a volunteer or contractor outside of the University who performs an institutional service or function for which the University would otherwise use our own employees and who is under the direct control of the University with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another educational institution official in performing his or her tasks. A University official has a legitimate educational interest if the official needs

to review an education record in order to fulfill his or her professional responsibilities for the UEWM.

Upon request, the University will disclose your education records without consent to officials of another college in which you seek or intend to enroll. Let this be your annual notification that UEWM intends to forward your educational records on request from another school you seek or intend to enroll.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

[NOTE: This document is UEWM's public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.]

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to university officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires UEWM to record the disclosure. You have a right to inspect and review the record of disclosures. UEWM may disclose PII from the education records without obtaining your prior written consent –

- To other University officials, including professors, within UEWM whom the University has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom UEWM has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another college where you seek or intend to enroll, or where you are already enrolled if the disclosure is for purposes related to your enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the University's State-supported education programs. (BPPE) Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those

programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which you have applied or which you have received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the University, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if a student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the University determines a specific student is an alleged perpetrator of a crime of violence or non-forcible sex offense and that student has committed a violation of the University’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the University, governing the use or possession of alcohol or a controlled substance if the University determines a specific student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))