Policy Statement.
The University of North Texas Health Science Center (“UNTHSC” or “University”) affords all students the rights and protections relating to their education records as provided in the Family Education Rights and Privacy Act (FERPA). Consistent with the provisions of FERPA, the University grants students the right to access their education record and limits the transferability of education records without the student's consent.

Application of Policy.
All students

Definitions.

1. Attendance. “Attendance” means to be enrolled as a student at the University of North Texas Health Science Center whether attending classes in person, online or through other technology and whether attending at a traditional campus setting, at an off campus location, or at a location offering university courses abroad. Attendance also includes the period during which a person is working under a work-study program or practicum, and during the period immediately after a student has been accepted as a student at the university unless a student does not attend the university in the semester for which they have been accepted.

2. Directory information. “Directory information” means information contained in the education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The following types of student information are considered "directory" for the purposes of this policy:
   a. Name.
   b. Address.
   c. University assigned e-mail address.
   d. University assigned Enterprise-wide User Identification Number (EUID) so long as the EUID cannot be used to gain access to the student’s education records except when used in conjunction with another factor to authenticate the student’s identity.
e. Month, day, and place of birth.

f. Major field of study.

g. Participation in officially recognized activities and sports.

h. Dates of attendance.

i. Enrollment status (e.g., professional or graduate; full-time or part-time)

j. Degrees, awards and honors received (including selection criteria)

k. Expected graduation date.

l. Most recent previous school attended.

m. Photograph.

n. Thesis and dissertation titles

o. Academic Advisor (including student’s major professor)

p. Postgraduate training site for medical graduates and degree candidates

3. Disclosure. “Disclosure” means to permit access to, release, transfer or communicate personally identifiable information from a student's education record by any means, including oral, written or electronic, to any party other than the party that provided or created the record.

4. Education record. "Education record" means any record (handwritten, printed, taped, filmed or preserved in any other medium) that is maintained by the University or its agent, that is directly related to a student. Education records do not include:

   a. Records that are kept in the sole possession of the maker that are used only as a personal memory aid and are not accessible or revealed to any other person except as a temporary substitute for the maker of the record.

   b. An employment record of an individual whose employment is not contingent on status as a student, provided the record is used only in relation to the individual’s employment.

   c. Records created and maintained by the campus police for law enforcement purposes.

   d. Records that are created and maintained by any physician, psychiatrist, psychologist or other professional acting or assisting in their professional
capacity if the records are used only for treatment and are only made available to those providing treatment.

e. Alumni records that contain information about a student after the student is no longer in attendance at the university and which do not relate to the individual’s attendance as a student.

f. Grades on peer-graded papers before they are collected and recorded by an instructor.

5. **Legitimate educational interest.** "Legitimate educational interest" means the interest of school officials who have demonstrated a legitimate need to review educational records in order to fulfill their official professional responsibilities.

6. **Parent.** "Parent" means a parent of a student, including a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.

7. **Personally identifiable information.** "Personally identifiable information" includes a student's name or address, or the name or address of the student's parents of family members, a personal identifier such as a student's social security number, other direct identifiers such as the student's date of birth, place of birth and mother's maiden name or any other information that alone or in combination is linked or linkable to a specific student in a way that would allow a reasonable person in the school community, who does not have personal knowledge of the student, to identify the student with reasonable certainty.

8. **School official.** "School official" means any administrator, faculty, staff, committee member (whether faculty, staff or student) or student employees who performs a function or task on behalf of or at the request of the university, its faculty, colleges, departments or divisions. Also may include contractors, consultants, volunteers or other individuals or entities to whom the university has outsourced a university function.

9. **Student.** "Student" means any individual who is or has been in attendance at the University of North Texas Health Science Center for whom the university maintains an education record.

**Procedures and Responsibilities.**

**A. Annual Notice of Student Records Policy**

1. The university will publish an annual notice of the rights of students regarding to their student records in the annual UNTHSC Catalog and also on the official university website.
B. Student Access to Education Records

1. A student has the right and will be given the opportunity to inspect, review and/or receive copies of their own education record upon request to the appropriate records custodian.

2. A student request to inspect, review or receive copies must be provided in writing to the appropriate records custodian. The request must specifically identify the records that are requested.

3. The university will comply with all requests within a reasonable period of time, not to exceed forty-five (45) calendar days from the date the request was received.

4. A student requesting access to their education record in person may be asked to verify their identity at the time of the request with a government-issued photo identification. A student requesting access to their education record either electronically or by telephone will be asked for items of specific individual relevance in order to verify the student's identity. A parent of a dependent child requesting access to their child's education record will be asked to verify both their identity and their claim of the student as a dependent for tax purposes.

5. Copies of education records will be provided to a student at a cost as determined in accordance with the university Public Information Policy.

6. The University is not required to afford inspection and review of the following records:
   
   a. Financial records of the student’s parent.

   b. Letters and statements of recommendation which relate to admission, application for employment or receipt of an honor or honorary recognition for which the student has waived the right of access by means of a valid written waiver signed by the student, or which were placed in the file before January 1, 1975. If a student has waived access to letters and statements the university will provide a student the names of the individuals who provided the letters and statements of recognition upon the student’s request and will use the letters only for the purposes for which they were intended. A student may revoke a waiver in writing with respect to any action occurring after the revocation.

   c. Records connected with an application to attend the University if the application was denied.
d. Records that do not meet the definition of "education records" and are not subject to this policy.

7. If an education record includes information relating to more than one student, the student may inspect only their own information and the university will redact all other personally identifiable information relating to other students from the record prior to inspection.

8. A student who is financially indebted to the University will not be permitted to receive a copy of any education record or an academic transcript, nor will a request to transmit an academic transcript to another person or institution be honored as long as the debt remains; however, the student will be permitted to review the academic transcript in accordance with the provisions of this Policy. Academic transcript requests may also be denied in connection with disciplinary action.

9. A student who is or has been a student at another component institution of the University of North Texas System and who has applied for admission to the University of North Texas Health Science Center does not have rights under this policy with respect to records maintained by the university unless the student is accepted and attends the University of North Texas Health Science Center.

C. Amendment of Education Records

1. A student may request that the university amend an education record if the student believes that the information contained in the education record is inaccurate, misleading or in violation of the student's right of privacy. This process does not apply to routine grade appeals.

2. The university will review requests to amend an education record and will issue a determination within a reasonable time after receiving the request.

3. If the university determines that an education record will not be amended the university will inform the student of the decision and of the student's right to a hearing in accordance with this policy.

D. Hearings to Challenge the Content of Education Records

1. The university provides students an opportunity for a hearing to challenge the content of the student's education record on the grounds that the information contained in the education record is inaccurate, misleading or in violation of the privacy rights of the student.

2. Requests for a hearing to challenge the contents of an education record must be submitted to the Vice President of Student Affairs. The request must identify the contested items in the education record and must specify the basis for the claim that
the record is inaccurate, misleading or a violation of the privacy rights of the student.

3. The university will convene a hearing to review a student’s education record within a reasonable period of time after the student submits the request for a hearing. The university and will provide the student with notice of the date, time and place of the hearing, reasonably in advance.

4. The Vice President for Student Affairs will appoint an individual to conduct a requested hearing to review an education record. The appointed individual will not have a direct interest in the outcome of the hearing.

5. The university will provide students with a full and fair opportunity to present evidence relevant to considering whether an education record is inaccurate, misleading or a violation of the privacy rights of the student. The student may, at their own expense be assisted or represented by one or more individuals of the student’s choosing, including an attorney.

6. The university will provide a decision, in writing within a reasonable period of time after the hearing. The decision will be based solely on the evidence presented at the hearing and will include a summary of the evidence and the reasons for the decision.

7. If the university concludes that the challenged content of the education record is not inaccurate, misleading or a violation of the privacy rights of the student, the university will inform the student of the right to place a statement in the education record commenting on the contested content or stating why the student disagrees with the decision of the university, or both.

8. If the university concludes that the contested content of the education record is inaccurate, misleading or otherwise in violation of the privacy rights of the student, the university will amend the record accordingly and inform the student of the amendment in writing.

**Responsible Party:** Vice President for Student Affairs

E. Disclosure of "Personally Identifiable" and "Directory Information"

1. The university will obtain signed and dated written consent from a student before disclosing personally identifiable information from the education records of the student, other than directory information, except as otherwise provided in this policy.

2. Any consent to disclose personally identifiable information from an education record must specifically identify the records for which consent is granted, the purpose for the disclosure and the identity of the person or entity to which the record may be disclosed.
3. The university will accept consent in an electronic format so long as the consent identifies and authenticates the requestor and indicates the requestor’s approval of the substance of the information contained in the electronic consent.

4. The university may disclose directory information about a student, without the student's consent.

5. Students may request that the university withhold directory information by submitting a written request to the University Registrar no later than the end of the census day in any term or summer session. A request to withhold directory information does not extend to disclosures related to a class in which the student is enrolled. All requests to withhold directory information will be honored until the student submits a written request to allow for the disclosure of the directory information.

6. The university may disclose personally identifiable information from a student's education record without the consent of the student to:
   
a. school officials within the university who the university has determined have a legitimate educational interest.

b. parents in the following circumstances:
   
i. the student is a dependent of the parent for tax purposes as evidenced by appropriate documentation, including the parent's most recent tax return or a student financial aid application.

   ii. a health or safety emergency necessitates the disclosure to protect the health or safety of the student or another individual.

   iii. the student is under 21 years of age at the time of the disclosure and the student has violated a Federal, State or local law or any rule or policy of the university governing the use or possession of alcohol or a controlled substance and the university has found the student in violation of the Code of Student Conduct based on the infraction.

c. officials of another school to which a student seeks or intends to enroll or has already enrolled, upon written request, if the disclosure is for purposes related to the student's enrollment or transfer.

d. certain officials of the U.S. Department of Education, the Comptroller general, the Attorney General of the United States and state and local educational authorities 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.
e. financial aid personnel in conjunction with an application for or receipt of financial assistance, provided the disclosure is needed: (i) to determine the eligibility of the student for financial aid, (ii) to determine the amount of financial aid; (iii) to determine the conditions that will be imposed; or (iv) to enforce the terms or conditions of the financial aid.

f. the university makes a reasonable effort to notify the student in advance of compliance, except that the university will not disclose to any person any information about a grand jury subpoena issued for law enforcement purposes when so ordered; and when required by law or government regulation.

g. organizations conducting studies for or on behalf of the university pursuant to a written agreement to develop, validate or administer predictive tests or student aid programs, or to improve instruction.

h. accrediting organizations to carry out their accrediting functions.

i. to appropriate parties, including a parent, law enforcement, or emergency personnel, in connection with a health or safety emergency.

j. to victims of an alleged perpetrator of a crime of violence or a non-forcible sex offense, limited only to the final results of a disciplinary proceeding conducted by the university with respect to the alleged crime regardless of whether the university determines through its own investigation that a violation was committed.

k. to any member of the public in matters relating to sex offenders and information provided to the university under relevant Federal law.

l. individuals requesting records for students who are deceased.

F. Disclosure of Records with Personally Identifiable Information Removed

1. The university may release education records or information from education records without a student's consent after removing all personally identifiable information from the record and upon making a reasonable determination that a student's identity is not identifiable, whether through single or multiple releases of information, and taking into account other reasonably available information. The disclosure of de-identified education record must be documented on a disclosure record which must include:

a. the names of the additional parties to which the receiving party may disclose the information on behalf of the university; and
b. the legitimate interest which each of the additional parties has in requesting or obtaining the information.

The university may release education records or information from education records without a student's consent for the purposes of education research after all personally identifiable information has been removed by attaching a code to each record that may allow the recipient of the record to match information received from the university. The code assigned by the university: (i) cannot be based upon the student's social security number or other personal information; (ii) cannot be used for any purpose other than identifying a de-identified records for purposes of educational research; (iii) cannot be used to ascertain personally identifiable information about a student. The university cannot disclose any information about how the code was generated, how codes was assigned or any other information that would allow a recipient to identify a student based on the code.

G. Disclosure of Directory Information

1. The university may disclose directory information about a student without prior written consent.

2. Each year the university will provide notice to students regarding:
   a. the types of personally identifiable information that the university has designated as directory information;
   b. the student's right to refuse to allow the university to designate any of their personally identifiable information as directory information and the timeframe for providing notice to the university of such a request.

3. Students, including those who have been admitted to the university but who have not yet enrolled, may request that the university withhold directory information by submitting a written request to the University Registrar no later than the end of the census day in any term or summer session. A request to withhold directory information does not extend to disclosures related to a class in which the student is enrolled. All requests to withhold directory information will be honored until the student submits a written request to allow for the disclosure of the directory information. A request to withhold directory information will not prevent the university from disclosing or requiring a student to disclose a student's name, electronic identifier, or institutional e-mail address in a class in which a student is enrolled.

4. The university will not disclose or confirm directory information without specific written consent of the student if a student's social security number or other non-directory information is used alone or combined with other data elements to identify or help identify the student or the student's record.
H. Disclosure of Records in Health and Safety Emergencies

1. The university may disclose personally identifiable information from an education record to appropriate parties, including the parents of a student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

2. Determinations regarding the necessity of disclosure may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individual. Disclosure will be appropriate in circumstances providing an articulable and significant threat to the health or safety of a student or other individuals.

I. Recording Requests for Disclosure

1. Except as specified below, the custodian of an education record will maintain a record of each request for access to and disclosure of personally identifiable information from the education records of a student including the names of any State and local officials and agencies that may make further disclosure of the information without the student's consent.

2. A record of disclosure will not be required to document disclosure of personally identifiable information to:
   a. the student or parent.
   b. a school official as described in this policy who has a legitimate educational interest in the education record.
   c. a party with written consent to the disclosure signed by the student.
   d. disclosures of directory information.
   e. disclosures in accordance with lawfully issued subpoenas.

3. A record of disclosure must be maintained with the education record, for as long as the education record is maintained in accordance with university records retention policies. The record must include:
   a. the names of those who have requested or received personally identifiable information from the education record; and
   b. the legitimate interest the party had in requesting or obtaining the education record.
4. In the event that the university discloses personally identifiable information from an education record in connection with a health or safety emergency, the record of disclosure will specifically identify:

   a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and,

   b. the parties to whom the university disclosed the information.

   **Responsible Party:** University Registrar

**References and Cross-references.**
Student Consent for Release of Records and Request to Prevent Disclosure of Directory Information can be found at:

[http://www.hsc.unt.edu/departments/registrar/Forms.cfm](http://www.hsc.unt.edu/departments/registrar/Forms.cfm)

**Forms and Tools.**

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