



University of Pikeville
Kentucky College of Osteopathic Medicine
Office of the Dean

Secure Student Recordkeeping

Policy Contact: Dean, Kentucky College of Osteopathic Medicine
Policy Category: Administration
Policy Number: 9.4 (2)
Review: Annually

Purpose

Kentucky College of Osteopathic Medicine (KYCOM) provides policies and procedures to ensure an accurate, confidential, and secure system for official student record keeping that includes admissions, advisement, academic and career counseling, evaluation, grading, credits, and the training of faculty and staff in the regulations regarding these records, Family Educational Rights and Privacy Act (FERPA). This policy memorializes KYCOM's commitment to providing ongoing FERPA training to faculty and staff.

Policy Statement

Permanent education records maintained by KYCOM are the ultimate responsibility of the Registrar. Academic and financial aid records or information from such records will only be used by University personnel who have a legitimate necessity to the discharge of their official duties

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), students are permitted to review their educational records with a written request to the Registrar. Information and [release forms](#) regarding the information of individual privacy and confidentiality of records are located in the Office of the Registrar and in the University's [FERPA Policy](#). Additionally, students may restrict disclosure of directory information by providing a request in writing to the Registrar. The FERPA restriction will remain in effect until a request in writing to remove it is received. Directory information includes name, primary address, telephone number, email address, dates of attendance, class year, enrollment status, previous institution(s), program(s) of study.

Faculty and staff of KYCOM are required to be familiar with the University's [FERPA Policy](#) and must attend FERPA training provided by the Registrar upon hire. Mandatory training is also provided annually to KYCOM employees by the Registrar either virtually or in person.

General Disclaimer:

The information available is not to be treated as a contract, but rather a unilateral statement of policy. The university reserves the right to revoke, modify or suspend any of its policies and procedures at any time without notice.



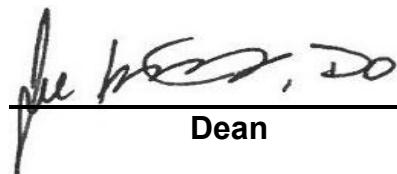
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Applicable Legislation and Regulations

Family Educational Rights and Privacy Act of 1974 (FERPA)

Related References, Policies, Procedures, Forms and Appendices

[FERPA Policy](#)



Dean

November 22, 2021

Last Approved Date

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