

OHSU BOARD OF DIRECTORS STUDENT AFFAIRS POLICY

STUDENT RECORDS No. 02-20-005

Effective Date: October 25, 1996

1. General

A. The President delegates to the Provost or designee responsibility for developing institutional policies governing the form and variety of student records to be maintained in the University, the nature of the information to be collected, and the way in which such student information is to be recorded, maintained, used, and eventually disposed of. Such institutional policies shall be consistent with Oregon laws and federal statutes and regulations.

B. In the development of these policies, the Provost will give faculty and students an important voice, consistent with the nature of the academic community.

2. Definitions

"Personal Records" means records containing information kept by the institution, division or department concerning a student and furnished by the student or by others at the student's or the institution's, division's or department's request. Information shall include but not be limited to, record of grades attained, information concerning discipline, counseling, membership activity, employment performance, and other individual student behavioral records.

Certain Information Not Required to be Provided by Students No. 02-20-010

Effective Date: October 25, 1996

No student shall be required to provide, except voluntarily, information as to race, religion, political affiliation or preferences, or personal values, except as required by state statute, federal law, or valid federal rules, regulations or orders.

Locations and Custody of Student Records No. 02-20-015

Effective Date: October 25, 1996

1. Official student records shall be maintained in locations central to the University, division or department by which they are maintained, with the custody thereof assigned to designated personnel specifically charged with preserving the confidentiality of student records in accordance with Oregon laws, federal statutes and regulations, and institutional policies.

2. The following officials are specifically charged with preserving the confidentiality of student records:

- A. Vice Provost for Allied Health;
- B. Chief Information Officer;
- C. Comptroller;
- D. Deans of the Schools of Dentistry, Medicine and Nursing;
- E. Human Resources Director;
- F. Registrar and Director of Financial Aid.

Directory Information No. 02-20-020

Effective Date: October 25, 1996; Revised January 14, 2003; Revised February 6, 2006

1. Directory Information

Information about a student maintained in educational records may be released without the student's consent when needed or useful to identify or locate a named student and may be disclosed upon request. Such directory information includes:

- A. Full name;
- B. Campus Address(es);
- C. Campus Telephone number(s);
- D. Major field of study;
- E. Dates of attendance;
- F. Degree(s) and date(s) received;
- G. The fact of enrollment, including whether the student is enrolled full-time or part-time;
- H. E-Mail Address(es).

2. Student's Right to Restrict Disclosure of Directory Information

Each student has the right to designate directory information as not being subject to release without his or her consent, except as otherwise permitted by law. The University Registrar's Office shall provide to each student a form entitled "Request to Restrict Directory Information" to be used by the student to designate that directory information may not be released without the student's consent. If the student does not return the completed form by the date indicated, the University may release directory information pertaining to that student.

3. Responsible Units

Other departments and divisions of OHSU which receive directory information requests about students shall refer such inquiries to the University Registrar's Office, except that if the inquiry concerns:

- A. Dentistry students, it shall be referred to the Associate Dean, School of Dentistry;

B. Interns or medical residents, it shall be referred to the Office of the Director of Graduate Medical Education.

4. Release of Other Student Information

Except as otherwise provided by law, no student educational records, other than directory information, shall be released without the student's consent.

Confidential Records - Restrictions On Release No. 02-20-025

Effective Date: October 25, 1996; Revised February 13, 2003

1. Personal records designated as confidential pursuant to ORS 353.180 or pursuant to the federal Family Educational Rights and Privacy Act (FERPA Records), may be disclosed to institutional officials or employees who need the information to fulfill their official, professional responsibilities as required by law or institutional direction. Disclosure of personally identifiable information also may be made in connection with financial aid for which a student has applied or that a student has received; or to accrediting organizations when necessary to their accrediting functions. These records may not be released to any other person or agency without the student's written consent, unless on receipt of a subpoena or other court order or process. Any subpoena or court order shall be referred to OHSU Legal Counsel prior to disclosure of any student records.

2. The President, or designee, may make exception to the foregoing policy and may disclose personally identifiable information from the educational records of a student to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individual. The factors to be taken into account in determining whether personally identifiable information from the educational records of a student may be disclosed under this policy shall include the following:

- A. The seriousness of the health or safety of the student or other individual;
- B. The need for the information to meet the emergency;
- C. Whether the individuals to whom the information is disclosed are in a position to deal with the emergency; and
- D. The extent to which time is of the essence in dealing with the emergency.

3. The health and safety exception to confidentiality shall be strictly construed.

Transfer of Education Records No. 02-20-030

Effective Date: October 25, 1996

The University may forward education records on request to any school in which a student seeks or intends to enroll. No further notice need be given to students of transfer of records to such other school.

Petition by Student for Change in Personal Records No. 02-20-035

Effective Date: October 25, 1996

Each student shall have the right to review with appropriate institutional personnel any information contained in the student's records and to petition appropriate institutional officials for additions or deletions to the record where the accuracy of the information in the file is in question, except in the following instances:

- 1. Records created or maintained by a physician, psychiatrist, psychologist, or other recognized health care or mental health professional.
- 2. Records created, maintained or used only in connection with the provision of treatment to the student and not disclosed to anyone other than individuals providing the treatment, provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice.
- 3. Records relating exclusively to an individual in that individual's capacity as an employee.
- 4. Confidential information relating to persons other than the student, including but not limited to financial records and statements of the parents of students, or any information contained therein.
- 5. Confidential letters and confidential statements of recommendation that were placed in the educational records of a student prior to January 1, 1975, provided that the letters and statements were solicited with the written assurance of confidentiality or sent and retained with a documented understanding of confidentiality and were used only for the purposes for which they were specifically intended.
- 6. Confidential letters of recommendation and confidential statements of recommendation that were placed in the educational records of the student after January 1, 1975, respecting admission to an educational institution, respecting an application for employment or respecting the receipt of an honor or honorary recognition provided that the student has waived rights to inspect and review letters and statements of recommendation.

Availability of Student Records for Research Purposes No. 02-20-040

Effective Date: October 25, 1996; Revised February 13, 2003

- 1. The need for the University to make information regarding students available for research purposes is acknowledged and is authorized as to students' Family Educational Rights and Privacy Act (FERPA) Records. The identity of students whose personal data or information is included in research shall be concealed.
- 2. The University shall obtain the student's written consent prior to releasing FERPA Records for research purposes if the confidentiality of student records is jeopardized by the release of information for research purpose.