

Family Educational Rights and Privacy Act (FERPA) Policy

The University of Pikeville's policy regarding student educational records adheres to the requirements and regulations of the Family Educational Rights and Privacy Act. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Education records are directly related to a student and maintained by an educational agency or institution or by a party acting for the agency or institution. Record means any information maintained in any way, including, but not limited to, handwriting, video, audio tape, computer media, film, print, microfilm, and microfiche.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. FERPA places limitations on the disclosure of personally identifiable information (PII) maintained by the University of Pikeville concerning students and limits access to educational records, including the right to inspect and review, right to consent to disclosures, with certain exceptions; the right to obtain copies; the right to seek amendment or correction of such records through informal and formal internal procedures; and the right to place a statement in such educational records explaining any information which the student believes to be inaccurate or misleading.

Application

FERPA applies once an "eligible student" is enrolled and is "in attendance". The following guidelines have been developed to help gauge when this happens at the University of Pikeville and when FERPA begins to apply to our students.

For undergraduate and graduate programs, education records become protected by FERPA once the student attends the first day of courses.

For professional programs (D.O. and O.D.), FERPA will start on the first day of orientation.

An important caveat to all of this is regarding information that is shared with UPIKE on potential applicants. Any information that a potential UPIKE applicant shares is considered FERPA protected information and should not be disclosed to any party besides the applicant or any party approved by a FERPA release on file. Shared information will become part of the student record once the student attends class. Any shared information of students who have not attended courses should be marked for disposal following document retention procedures.

