

West Virginia University Hospitals

ANNUAL NOTIFICATION

In accordance with the Family Educational Rights and Privacy Act (34 CFR 99.7), herein referred to as the Act, West Virginia University Hospitals publishes this document on an annual basis to inform eligible students and/or parents of their rights pertaining to educational records.

I. Annual Notice

This notice serves to inform eligible students and/or parents that they have the right to:

1. Inspect and review the student's education records.
2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
3. Consent to disclosures of personally identifiable information contained in the student's education records except to the extent that the Act and 99.31 authorize disclosure without consent.
4. File with the Department a complaint under 99.63 and 99.64 concerning the alleged failure by WVUH to comply with the requirements of the Act

II. Procedure for Requesting a Review of a Education Record.

1. Eligible students and/or parents shall submit, in writing, to WVUH program officials, a request to review their educational records.
2. WVUH will comply with said request and make arrangements for the eligible student and/or parent to review said records with a reasonable time frame not to exceed 45 days.
3. WVUH shall respond to reasonable requests for explanations and interpretation of the records.
4. If circumstances prevent an eligible student and/or parent from exercising their rights to review the student's educational records, WVUH will
 - a. Provide copies of the requested records (copy fees, not to exceed \$5.00 each, may apply)
 - b. Make alternate arrangements to accommodate the review.

III. Procedure for Requesting an Amendment to a Education Record.

1. Eligible students and/or parents shall submit in writing to WVUH program officials, a written request to amend their educational record which they believe to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
2. WVUH shall review said request by committee and respond to said request within a reasonable time frame.
3. WVUH will notify the eligible student and/or parent of its decision and will inform them of their rights to a hearing under 34 CFR 99.21.

IV. For additional information, eligible students and parents can access

- WVUH Policy 1.014 - Maintenance of Student Records
- The Family Educational Rights and Privacy Act (<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.)