

Annual Notice for Students:

The CPE program at UTMC recognizes the *Family Education Rights and Privacy Act (FERPA)*. *FERPA* addresses *privacy* not *confidentiality* issues. This means that student owns the information about him/herself. **This ACPE CPE center/program guarantees to its students the rights to inspect and review education records, to seek to amend them, to specified control over release of record information, and to file a complaint against the program for alleged violations of these Family Education and Privacy Act (FERPA) rights.**

A student record is defined as: (1) any record (paper, electronic, video, audio, biometric, etc.) directly related to the student from which the student's identity can be recognized; and (2) maintained by the education program/institution or a person acting for the institution. At UTMC the student education record includes the face sheet with directory information, the CPE educator's evaluation report, the student's own evaluation report, and a brief evaluation paragraph from the student's peers and mentor. **A student has the right to object to record content. If not negotiable, the written objection will be kept with and released with the record. Grades are exempted from this right.** The student education record will be kept in a locked file for a period of 6 years. After 6 years, the student education record will be shredded and only the face sheet will be maintained. Students are responsible for maintaining their own files for future use. The student record will only be released when a student gives a written consent for release of their student record.

Directory information is student information that is not generally considered harmful or an invasion of privacy if released. At UT Medical Center, University Health System the following information is considered directory information and is subject to release without consent: the student's name, address, email, telephone, previous education and photograph. All other information is released only with the student's written, signed, dated consent specifying which records are being disclosed, to whom, and for what limited purpose. Any student can opt out of sharing directory information by providing to their Educator a written statement requesting to opt out of providing directory information.

The policy for maintenance of student records is in the CPE Student Handbook and directed by ACPE Guidelines found on the ACPE website: <https://www.manula.com/manuals/acpe/acpe-manuals/2016/en/topic/guide-for-student-records>.

Within the program, each education official may have access to student records without student consent for concerns over a legitimate education interest.

Violations of Annual Notice protocols may be reported to the Chair of the Accreditation Commission at: ACPE, Inc., 1 Concourse Pkwy, Suite 800, Atlanta, GA, 30328, or by phone (404) 320-1472; or via email at accreditation@acpe.edu.