



## Student Records

Midwives College of Utah (MCU) will maintain student transcripts for each enrolled student as a permanent academic record. The transcript consists of:

- A transcript statement noting that the transcript is official only when signed and sealed
- MCU's accrediting body which is Midwifery Education Accreditation Council
- The current MCU program in which the student is enrolled and the date of acceptance into said program
- Transfer credits (see MCU Transfer Credit Policy) and any course waived as per transfer credits
- All degrees conferred to the student from any other US Department of Education accredited college or university
- Any degree and graduation date for all MCU programs for which a degree has been conferred
- All courses the student has successfully and unsuccessfully completed or withdrawn from
- The grade received in each course
- The semester in which the course is completed
- As per MCU's Title IV non-term designation, "courses do not all begin and end within a discrete period and may
- Contain self-paced or independent study courses without fixed timeframes; or
- Consist of sequential courses that do not have to begin and end within a term.<sup>1</sup>"

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<sup>1</sup> (Sellers, 2005)

- Record of all clinical experiences documented and approved, and corresponding clinical credits awarded for those clinical experiences based on a formula of 45 clinical hours per clinical credit
- The reverse side of the last page of each official transcript contains the grading scale, GPA determination, credits hour determination, course numbering explanation and accreditation council

Upon receipt of an official transcript request, the Registrar evaluates request and sends transcript if all required information as per MCU's *Student Records Privacy and FERPA Guidelines Policy* is clearly documented. Official transcripts are embossed and signed by the Registrar or the President. Official transcripts are not issued to third parties for any students who have not met their financial and library obligations to Midwives College of Utah.

## **Student Records Security**

Data Security Protocol for Student Information System

### 1st tier: RAID 1 Storage

Our dedicated server is hosted at Dreamhost in California. Dreamhost uses RAID 1 storage to store redundant copies of data to ensure that a single hard drive failure will not result in data loss or interruption of service.

### 2nd tier Datacenter backup

Dreamhost automatically backs up all MySQL databases on our account every night at midnight Pacific Time. In the event of data loss, we can restore the last known good database from the Dreamhost control panel.

### 3rd tier Offsite backup

A snapshot of the database is captured on an MCU storage space in Utah once per week and retained for a minimum of 90 days. Recovery from this option-of-last-resort is manual, and requires transferring encrypted data over the Internet, so it requires 2-3 hours.

Data Security Protocol for Canvas Learning Management System

### Automatic updates

We automatically install security patches as soon as they're available, so right now (whenever that is), Canvas couldn't be more secure.

### Data access

The Canvas API uses the industry standard OAuth2 protocol, which provides secure access to Canvas data while preventing direct access to Canvas databases.

### Authentication

Canvas supports external identity providers (IdPs), including Active Directory, CAS, LDAP, OpenID, and SAML/Shibboleth.

### Physical security

All Canvas user data is stored in highly stable, secure, and geographically diverse Amazon Web Services (AWS) data centers.

### Protocol and session security

To ensure the privacy and security of your data, Canvas uses HTTPS for all communication and encrypts all inbound and outbound traffic using 128-bit TLS/SSL.

#### Backup and recovery

Canvas data is backed up redundantly (every day). In case of emergency or disaster, data is recovered from Amazon servers or from our own off-site backup.

#### Maintenance of Student Transcripts

As a Utah Postsecondary State authorized school, Midwives College of Utah maintains each student's transcript for a period of 60 years from the date of the student's last attendance in an electronic form in the United States. Transcripts will be provided with 20 days of a request from the student unless the student has an outstanding financial obligation.

## **School Closure**

If Midwives College of Utah were to cease operation, within 30 days following date of termination, the name and contact information of the individual who will, within the United States, maintain custody of student records will be posted on the Midwives College of Utah website.

## **Student Records Privacy and FERPA Guidelines Policy & Procedure**

Faculty and staff have access to confidential information, which can be essential for completing job related tasks. It can be difficult to keep all of the rules and regulations in mind as one protects another's privacy. The following information will help you to responsibly handle confidential information about students. In addition, please refer to the [FERPA information posted on the MCU homepage](#).

### **The Act**

The Family Educational Rights and Privacy Act of 1974, as amended (known as the Buckley Amendment), is a Federal law that states educational institution must maintain the confidentiality of student education records. Educational records include those with students' names on them: including files, documents, and materials, in or any other medium, which contain information directly related to students and from which the student can be individually identified.

The Midwives College of Utah accords all the rights under the law to students who are declared independent (defined as 18 years of age or older or enrolled in a post-secondary institution). No one outside MCU shall have access to or receive information from student education records without the written consent of said student. However, information may be released, for specific purposes, to personnel within the institution, officials, or other institutions in which a student may seek to enroll, persons or organizations providing financial aid to the student, accrediting agencies carrying out their review functions, and persons managing an emergency in order to

protect the health and safety of the student or others. (Please see MCU's Safety Release of Information Form)

Within MCU, only those employees, individually or collectively, acting in the students' educational interests are allowed access to student educational records. This includes the Registrar, all deans, Financial Department personnel, Student Life and Leadership, House mentors, and academic/field faculty within the limitations of their need to know; *referred to as having a 'legitimate interest'*.

Students have the right to review information contained in their educational records, challenge the contents of their educational records, have a hearing if the outcome of the challenge is unsatisfactory, and submit explanatory statements for inclusion in their files. Such statements may be submitted to the Office of the Registrar.

MCU may release certain **directory information** to the public on a routine basis unless students request, in writing, that the university not release it. Forms to request that directory information not be released are available from the Registrar. The following is considered directory information at MCU:

### **Directory Information**

- Name
- Address (City and State only)
- E-mail address
- Degrees, honors, and awards received including dates
- Participation in officially recognized activities
- Academic Accomplishments such as extra-curricular accomplishments or academic awards.

At the request of a student, a statement of confidentiality appears on the database in the student contact information. Confidentiality is honored whenever any lists for publication is produced from the database.

### **FERPA Guidelines**

All of the information provided to and by faculty members and staff about students is confidential unless it is specifically identified as directory information (listed above). The following is a partial list of confidential information which faculty and staff members may access on a regular basis:

- Students' identification numbers
- Final grades
- Grades on tests or assignments

## **Releasing Information:**

### *Returning graded papers:*

Papers with grades on them should be returned individually to students. Papers should not be left unattended for public perusal.

### *Giving out grades:*

Posting a list of the students' names and grades is not permitted under federal regulations. In addition, social security numbers (or partial SSNs) are confidential and should not be publicly displayed.

Students are not required to share their grade with others in a classroom, public, or private setting.

For telephone inquiries, do not release confidential information until the caller's identification has been absolutely vetted and you are certain the caller is entitled to access the information.

### *Identifying students by name:*

Releasing students' names to the public in connection with particular classes or specific programs of study is prohibited unless you have received permission to do so from the students involved.

### *Information Requested by Parents:*

Perhaps one of the most challenging situations is talking to concerned parents without revealing any confidential information. Please always refer the parents to the President or the Registrar. Unless you have absolute verification, from the Registrar or President of MCU, of the dependent status of students as defined by the Internal Revenue regulations, you may not release grades or other confidential information to parents. Written consent of the students will be obtained by the Registrar.

### *Releasing information to spouses:*

A spouse is not entitled to receive confidential information without **written** permission from the student concerned. Please direct the student to the Registrar.

### *When in doubt:*

If you are unsure what can or cannot be released, contact the President or Registrar for assistance. If that is not possible, the judicious route to follow is to release no information and refer inquiries to the Registrar or President.

## What are Educational Records?

ANY record, file, document, or other material (handwritten, tape, disks, film, etc.) which contains information directly related to a student's academic and/or clinical progress, student financial information, student worker information, medical condition or personal interest item. IT IS MORE THAN JUST THE ACADEMIC RECORD, and is NOT confined to the student's file in the Registrar's or college office and may include, but is not limited to:

- A document with the student's name and ID
- Personal information
- Grades
- Schedules
- Tests and other graded projects
- A computer printout
- A class list
- A computer display screen
- Notes taken during an advisement session

## What are not Educational Records?

- **Sole Possession Records:** Records (desk drawer notes) of instructional, supervisory and administrative personnel kept in the sole possession of the maker of the record and not revealed to anyone.
- **Law Enforcement Unit Records:** Records of our campus law enforcement unit created and maintained separately and used solely for law enforcement purposes.
- **Employment Records:** Records relating to persons who are employees. NOTE: Records of individuals who are employed as a result of their status as students (e.g. work-study or graduate assistant) are educational records
- **Medical Records:** Records kept and maintained by a health care professional, used solely in connection with treatment and disclosed only to individuals providing treatment. These records are protected by HIPAA.
- **Alumni Records:** Records created by an institution after a student has left the institution

## What is Legitimate Educational Interest?

- A "legitimate educational interest" is when a faculty, staff or other school office is:
  - Performing a task that is specified in their position description, contract, or employee agreement
- It DOES NOT include
  - Accessing information for any other purpose
  - Viewing previous records/grades to see how a student performed
  - Viewing a relative's (son/daughter/spouse etc....) academic record to find out how they did in class

- Additional examples of "legitimate educational interest" include:
  - Faculty /staff on committees (retention committee, scholarship committee, etc.)
  - An academic advisor who needs to review a student's educational record to determine what courses have been and /or need to be completed
  - Person or organization acting as an official agent of the University and performing a business function or service on behalf of the institution. This includes contracted vendors.

This means that ALL RECORDS OF ALL STUDENTS are not open to all faculty or staff at the institution.

- A University official has a legal right to know if a person defined as having a legitimate educational interest is:
  - Performing a task that is specified in his/her position or related to student discipline.
  - Providing a service or benefit related to a student/a student's family, or maintaining safety and security on campus.

An example of legitimate educational interest would be an advisor (house mentor) who needs to review a student's education record to determine what courses have been or need to be completed; this task is related to student advising. The advisor would *not* be authorized to view education records that are not relevant to the task at hand.

1. How does FERPA affect letters of recommendation?  
Writing a letter of recommendation may require express, written permission from the student to allow you 1) to access the student's educational records and, 2) to disclose confidential information about the student to a third party. A faculty member may access a student's educational records without the student's express written permission only if specific job duties, such as the duties of an academic advisor, require access to those records. However, a faculty member, or any other appropriate college official, may not disclose confidential information from a student's educational records to a third party without express, written permission from the student.
2. May I release confidential information to officially registered student groups?  
Student groups do NOT have legitimate educational interest and consequently may not be given confidential information about a student or students without each student's express, written permission.
3. How is written consent obtained?  
In recent years, the U.S. Department of Education has clarified that an electronic signature may substitute for a written one. See MCU's Electronic Signature policy. To qualify as an electronic signature, appropriate authentication must occur. Since students must log in to MCU's Student Information System (SIS) and MCU's Canvas account using their unique MCU log-in, an email note from a student with the MCU messaging system, or Canvas, satisfies FERPA's written consent requirement.

Adapted from:

County College of Morris, FERPA for Faculty and Staff

MCU Privacy of Student Records and FERPA Guidelines Policy from 1/2013

Ohio Northern University, FERPA Dos and DON'Ts

Oregon State University, What is the Applicability of FERPA in my Research Study?

Richland Community College, Dropout Detective- Online Student Retention Program

Department of Education. (2008). *Family educational rights and privacy; Final rule*. Retrieved from: <http://familypolicy.ed.gov/ferpa-school-officials?src=ferpa>

U.S. Department of Education and U.S. Department of Health and Human Services. (2008). *Joint guidance on the application of the family education rights and privacy act (FERPA) and the health insurance portability and accountability act of 1996 (HIPAA) to student health records*. Retrieved from: <https://www2.ed.gov/policy/gen/guid/fpco/doc/ferpa-hipaa-guidance.pdf>