

Burrell College of Osteopathic Medicine
Faculty Handbook
Family Education Rights and Privacy Act (FERPA)

The College operates in compliance with the Family Educational Rights and Privacy Act of 1974, (FERPA), as amended. Students have the right to inspect all official records that pertain to them and to challenge inaccurate or misleading information.

All student academic information is considered confidential except the following examples of “directory” information available to the public: student’s name, campus and off-campus address, email address, telephone and voice mail number, photograph, dates of attendance, full-time or part-time status, degrees, awards and honors, dean’s list, and most recent previous institution attended by the student.

Students may waive the right of nondisclosure, allowing access to their records by anyone who has a completed copy of the waiver form. The waiver form is effective through the student’s graduation or until the student designates otherwise. The student may request that directory information not be released. This must be made in writing to the Office of the Registrar within 15 days of the beginning of each term. Failure to notify the Office of the Registrar may mean that college publications, such as promotional brochures, or the student directory, may include some directory information.

In addition to the prohibitions outlined above, faculty may not share personal information regarding student performance or other prohibited information with other students, colleagues or professional staff that are not directly engaged in the student’s educational experience.

For further information regarding compliance with FERPA or to report a FERPA violation, please contact the college’s compliance officer:

Nina Nunez
575-674-2339
nnunez@bcomnm.org