



Edward Via College of
Osteopathic Medicine

AUBURN

Document Request

Student Name: _____ DOB: _____

VCOM Email: _____ Phone #: _____
Last name, first name, middle initial (**name attended under**)

Class Year: 20____

Current Status:

Current Student Graduate Non-Graduate

1. Transcript Request

Pick-Up Mail Fax- #: _____ Number of Copies _____

Attention/Office _____

Company/Institution _____

Street Address/PO Box _____

City, State, Zip _____

2. Letter Certifying Enrollment Request

Pick-Up Mail Fax- #: _____ Number of Copies _____

Attention/Office _____

Company/Institution _____

Street Address/PO Box _____

City, State, Zip _____

3. Other: Please describe request _____

Pick-Up Mail Fax- #: _____ Number of Copies _____

Attention/Office _____

Company/Institution _____

Street Address/PO Box _____

City, State, Zip _____

Student Signature: _____ **Date:** _____

For Office use only: Authorized initials: _____ Date Completed: _____ Date Mailed: _____ Amount Paid: _____

Instructions and General Information

Please complete the first page of this form and submit the completed form to the appropriate VCOM office:

by mail:

Auburn Campus: VCOM, Office of the Registrar, 910 South Donahue Drive, Auburn, AL 36832

Carolinas Campus: VCOM, Office of the Registrar, 350 Howard Street, Spartanburg, SC 29303

Virginia Campus: VCOM, Office of the Registrar, 2265 Kraft Drive, Blacksburg, VA 24060

OR

in person

OR

by email/fax

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. With limited exception, VCOM is required to receive written consent from students before personally identifiable information can be discussed or released to any third party (e.g., spouse, parent, employer, etc.). This Authorization to Release Information form allows students to grant others access to their records.

FERPA affords students' rights as follows:

- **The right to inspect and review their education record maintained by VCOM.**
Students who wish to inspect and review their education record(s) should notify the Office of the Registrar. VCOM is not required to provide copies of records, unless, for reasons such as great distance, it is impossible for the student to review the record. The Office of the Registrar will respond to requests within 10 days and notify the student of the time and place where the record(s) may be inspected.
- **The right to request an amendment to an education record.**
Students may request an amendment to their education record which they believe to be inaccurate or misleading. Concerns may be informally discussed with the Clinical Education or Medical Education Office. If the Clinical Education or Medical Education Office agrees with the student's concerns, the appropriate records will be amended. If the Clinical Education or Medical Education Office finds the student's concerns to be unfounded the Vice Dean will be notified. The Vice Dean will review the information and notify the student within a reasonable period of time of his/her decision. If the Vice Dean agrees with the student's concerns, the appropriate records will be amended. If the Vice Dean decides that the student's records will not be amended he/she will inform the student of his or her right to a formal hearing. After the hearing, if VCOM still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.
- **Generally, VCOM must have written permission from the student in order to release any information from a student's education record.** However, FERPA allows schools to disclose those records, without consent, to the following parties, or under the following conditions:
 - VCOM officials with legitimate educational interest;
 - specified officials for audit or evaluation purposes;
 - appropriate parties in connection with financial aid to students or organizations conducting certain studies for or on behalf of the school;
 - accrediting organizations;
 - to comply with a judicial order or lawfully issued subpoena;
 - appropriate officials in cases of health and safety emergencies; or
 - state and local authorities, within a juvenile justice system, pursuant to specific state law.
- **The right to file a complaint,** concerning alleged failures by VCOM to comply with the requirements of FERPA, with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.
- **VCOM may disclose, without consent, "directory" information.**
VCOM designates the following student information as public or "directory information." Such information may be disclosed by VCOM at the university's discretion.

<ul style="list-style-type: none"> • Student name • Address (permanent and mailing) – internal use only • Telephone numbers (land & cell) – internal use only • VCOM email address – internal use only • Date and place of birth • Major field of study • Dates of attendance 	<ul style="list-style-type: none"> • Degrees and awards received • Name of the undergraduate college(s) attended • Residency program matched • Photographs • Participation in student activities • Marital status • Social security number for COMLEX and USMLE testing registration and internal use only
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Students may request that VCOM withhold directory information from external sources by completing a Request to Prevent Disclosure of Directory Information form. The form can be obtained in the Office of the Registrar.

- **The right to be notified of students' rights under FERPA annually.**
VCOM notifies students of FERPA through the College Catalog and during orientation each fall.