

**John A. Burns School of Medicine
University of Hawai'i at Mānoa**

**Access to Admissions Information Policy
Revised November 4, 2022**

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that addresses the release of and access to student education records. The law, which seeks to protect the rights of students and is designed to ensure the privacy and accuracy of education records, applies to all schools that receive funds under applicable programs which are administered by the U.S. Department of Education. Although FERPA does not explicitly protect applicant information, the University of Hawai'i John A. Burns School of Medicine chooses to follow the same guidelines whenever possible.

The University of Hawai'i's information for faculty and staff regarding FERPA may be viewed at the UH Systemwide Policies and Procedures Information System website ([UH PPIS](#)).

By law, the John A. Burns School of Medicine is not permitted to give out any data or information regarding applicants for admission without specific written consent. The following is the policy regarding admissions data and information of the John A. Burns School of Medicine: State of Hawai'i Office of Information Practices [Opinion Letter 95-10](#).

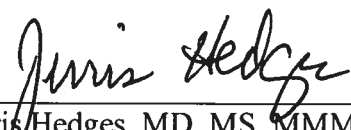
1. Access to applicant files and records will be based on defined roles. Users deemed to have a legitimate educational interest will be assigned appropriate access based on their roles. The only John A. Burns School of Medicine persons allowed access to admissions files and records are those directly involved with the admissions process, i.e., members of the Admissions Committee and relevant medical school staff whose duties require that they have access to admissions files and records for an expressed purpose. Exceptions to these are as stated in the UH PPIS.
2. Data users will complete mandatory training requirements on the appropriate handling of Protected Data before they are allowed access.
3. Should a person other than the applicant seek information regarding an applicant file, said person must complete the *Consent to Disclose Admissions Information to a Third Party* form which will:
 - Specify the information that may be disclosed
 - State the purpose of the disclosure
 - Identify the person or class of parties to whom the disclosure can be made
 - Provide signed authorization for said disclosure
4. In the absence of the completed *Consent to Disclose Admissions Information to a Third Party* form, the John A. Burns School of Medicine and its Office of Admissions

representatives may not divulge any information regarding an applicant including whether or not an application has been submitted.

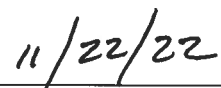
5. It is proper to respond to the questions from letter of recommendation writers regarding whether we have received a letter of recommendation for them; however, no other information may be disclosed including whether or not the person they are recommending has applied.

Reviewed and Approved by JABSOM Executive Committee on November 18, 2022

Accepted by:



Jerris Hedges, MD, MS, MMM
Dean



Date