

 School of PA Medicine Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Student Records Policy Student Handbook	Policy # AP010
	ARC-PA 5TH Edition (Standard A3.18)	Effective Date 03/2026
		Review Date
		Revision Date

Student Records

Northwest School of PA medicine values student privacy. Students will be notified annually of their Family Educational Rights and Privacy Act (FERPA) rights through publication in the student handbook and the Northwest University Academic Catalog. The program ensures that no unauthorized persons have access to academic records. Records are stored in confidential files accessible only by authorized individuals.

Process To Inspect Education Records

Students may inspect and review their own education records upon request to the appropriate record custodian. Students should submit a written request to the record custodian or an appropriate University staff person and identify as precisely as possible the record(s) they wish to inspect. The record custodian or an appropriate University staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be granted within twenty-five (25) working days of receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records that relate to him/her. For further information, please refer to the NU FERPA manual.

Record Release

Students will be asked during orientation to sign the “Student Consent and Release for use of Picture and Select Data” form for the purposes of record release to committees and agencies directly related to the PA program. These agencies include the Student Progress Committee, Operations Committee, ARC-PA, PAEA, NCCPA, and AAPA. Student academic information will not be released in response to any other inquiry unless an explicit release is obtained from the student.

Student Signature: _____

Date: _____