

LETTERS OF RECOMMENDATION AND THE PRIVACY RIGHTS ACT

In accordance with the Family Educational Rights and Privacy Act of 1972, Public Law 93-380 (amended), reference statements in credentials files must be handled as follows. The relevant portion of the Law is Section 438 (a) (1) (B).

- A. All letters of recommendation filed in your folder prior to January 1, 1975 are confidential.
- B. All letters of recommendation filed after January 1, 1975 can be confidential or non-confidential depending upon your choice, which should be indicated on the waiver form.
 - 1. Confidential – A candidate may sign a waiver of access to his/her file, and when requesting a reference, must indicate to the writer that he/she has signed the waiver.
 - 2. Non-confidential – A candidate who has not waived access to his/her references must indicate to the writer, when requesting a reference, that the recommendation will be open to the candidate.
- C. All original signed recommendation statements must be mailed by the writer directly to the Pre-Health Coordinator, Advisement Services Center. It is necessary that they be written on the form provided so it will be clear to the writer and subsequent users the conditions under which it was written, confidential or not-confidential. The candidate may see non-confidential letters, but they must be retained by the office and copies sent by us directly to health profession schools.
- D. Public Law 93-380 also requires that in order for your recommendation to be copied and dispatched, you must sign a release form. This appears on the Active Record Sheet on which you record the names of schools where you wish your recommendations to be sent.

The function of the Pre-Health Committee is to provide advice and guidance to students seeking admission to health profession schools. Our policy of discussing fully and completely with a student the information and records available to us pertaining to him/her will remain unchanged regardless of whether or not a waiver, as specified under the Privacy Rights Act, is signed.

A number of faculty members feel that to be fully effective, evaluations should be confidential – in other words, that confidentiality is what makes an evaluation most worthwhile. We, therefore, urge that you carefully consider whether or not to sign the waiver of your right of direct access. Remember: whether you sign the waiver or not, nothing is transmitted unless you tell us to do so in writing, and it is your right to know whose statements are being forwarded.

AUTHORIZATION AND WAIVER FOR COMMITTEE EVALUATION

If you wish to obtain a Committee Evaluation to support your application to professional school, you must sign I, and either IIA or IIB below.

Note: Because of workload constraints in ASC, we cannot honor requests for a Committee Evaluations which are submitted after the 1st Monday in February of the year of application.

I. Authorization

I hereby authorize the Pre-Health Committee or their representatives to (1) obtain my transcript(s) from the Registrar’s Office and (2) evaluate my scholastic and personal qualifications and share their assessment with graduate and professional schools in connection with my endeavor to obtain a position for further study in a health-related program.

Date _____ Name _____

Class Year _____

IIA. Under the rules set forth in the Part 99 of Title 45 of Federal Regulations and according to section 438 of the General Education Provisions Act of 1974 as amended, I hereby waive my right to inspect and review the summary evaluation to be prepared by the Pre-Health Committee at the University at Albany to support my applications to professional schools.

Date _____ Name _____

Class Year _____

OR

IIB. I do not waive my right to inspect and review the summary evaluation to be prepared by the Pre-Health Committee at the University at Albany to support my applications to professional schools.

Date _____ Name _____