

## **Policy on Access to Medical Student Academic Records**

### **I. POLICY**

Medical students are allowed to access and review their own academic records, and are allowed to request release of records in accordance with the University of Pittsburgh policies and FERPA guidelines.

Information in the students' active record can be accessed and reviewed by students during office hours by contacting the Registrar, the Assistant Registrar or the Records Officer and completing a request form. The student will be asked to provide two forms of identification before the record is released to them. The student can review their student record only in a designated area at the Office of Student Affairs.

Copies of information can be made on site by filling out a separate request form.

Students must give written permission to let others view the contents of their files (e.g., faculty for the purpose of writing letters of recommendation). Students may also request that portions of their records (transcripts, selected evaluations, student status, etc.) be sent out for application purposes for loans, hospital credentialing, etc. Such written requests will be honored as long as the student is in good standing with the University Bursar's Office. Release forms are available in the Office of Student Affairs.

At the discretion of the Vice Dean or the Associate Dean for Student Affairs, only limited and pertinent information may be released to appropriate Dean's office staff and faculty having a legitimate educational purpose. These include access:

- for purposes of evaluations or recommendations; or
- for purposes of any internal or external action or proceedings affecting the student or the institution with respect to the student, including proceedings to amend or correct an education record

The following parties with legitimate educational purposes may access a student's academic records without prior permission from the student:

- Associate and Assistant Deans for Student Affairs and Medical Education, and Advisory Deans
- Committee on Student Promotions and the Academic Hearing Board, whenever the Committee is reviewing a student's performance or determining a sanction
- Academic Counselor or faculty in the role of Academic / Clinical Counselor
- A duly appointed grievance or grievance appeal officer, or a duly appointed ad hoc committee on student performance, promotion or retention

- Other university officials on a need-to-know basis
- Staff of the Office of Student Affairs
- Others as permitted or required by law or by University policy

## **II. PURPOSE**

Medical students have the right to access and review their own academic records. Faculty, staff and administrators who have a legitimate business need are also permitted to access portions of a student's record.

## **III. SCOPE**

This policy applies to:

- Medical students
- Faculty
- Staff
- Administrators of the School of Medicine and University

## **IV. POLICY AUTHOR(S)**

- Office of Student Affairs

## **V. RELATED POLICIES AND PROCEDURES**

- Policy on Student Challenge of the Educational Record
- University of Pittsburgh Policy 09-08-01 Access to and Release of Education Records

## **VI. REFERENCES**

LCME Element 11.5: Confidentiality of Student Educational Records. At a medical school, medical student educational records are confidential and available only to those members of the faculty and administration with a need to know, unless released by the student or as otherwise governed by laws concerning confidentiality.

LCME Element 11.6: Student Access to Educational Records. A medical school has policies and procedures in place that permit a medical student to review and to challenge his or her educational records, including the Medical Student Performance Evaluation, if he or she considers the information contained therein to be inaccurate, misleading, or inappropriate.

## **VII. APPROVALS**

Education Policy Council

Dean, School of Medicine, March 31, 2018