

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

### **I. PURPOSE**

Medical students have the right to access and review their own education records. Faculty, staff and administrators who have a legitimate business need are also permitted to access student records.

### **II. SCOPE**

This policy applies to:

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

### **III. POLICY**

Medical students are allowed to access and review their own education records and are allowed to request release of education records in accordance with the University of Pittsburgh policies and the Family Educational Rights and Privacy Act of 1974 (FERPA).

The School of Medicine adheres to University of Pittsburgh Policy and Procedure AC 04: Access to and Disclosure of Education Records.

Many elements of the student's education record can be viewed electronically via the University of Pittsburgh's password-protected and FERPA-compliant online portals.

Other information from the student's education record can be accessed and reviewed by the student as allowable by law and university policy. University of Pittsburgh Policy and Procedure AC 04 outlines circumstances under which the University is not required to provide a student with the opportunity to inspect specific elements of the education record. Students may formally request an opportunity to inspect and review their own education record by submitting a request in writing to the School of Medicine Registrar. Once a request is received, the School of Medicine Registrar (or the Registrar's designee within the Office of Student Affairs) will coordinate the opportunity for the student to inspect and review the requested education record within 7 calendar days of the request. The Registrar and Office of Student Affairs may consult with the Office of University Registrar and other relevant University offices before responding to such requests.

### **Requests to Disclose Education Record to Others**

Students must give written consent to let others view the contents of their education records (e.g., faculty for the purpose of writing letters of recommendation). Valid consent must be signed and dated by the student, and it should:

1. Specify the education record(s) that may be disclosed, and
2. Identify the party or class of parties to whom the disclosure may be made.

The School of Medicine can accept electronic signatures if authenticated through credentials only known by the student and verified through university systems. This includes authentication via the University's single sign-on service (Pitt Passport), which provides access to a variety of tools such as University e-mail, specific e-signature services, and the Student Information System (SIS).

Students may also request that all or portions of their records (transcripts, selected evaluations, student status, etc.) be sent out to third party recipients for application purposes for loans, hospital credentialing, etc. Students can provide written permission by completing and signing the Student Consent to Disclose Education Records form, available from the Office of Student Affairs and School of Medicine Registrar.

Medical student records are confidential and are available only to those members of the faculty and administration with a legitimate educational need to know, unless released by the student or as otherwise governed by applicable law.

The Vice Dean for Education and the Associate Dean for Student Affairs are responsible for determining which categories of individuals meet this standard and for ensuring that access is limited to the scope of an individual's role and responsibilities. Only limited and pertinent information may be released to appropriate faculty and staff for purposes of evaluations, recommendations, or any internal or external action proceedings affecting the student or the institution with respect to the student, including proceedings to amend or correct and educational record. Others may access student education records as permitted by law or University policy.

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

- Office of Student Affairs

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

- Policy on Authoring of the MSPE
- University of Pittsburgh Policy and Procedure AC 04: Access to and Disclosure of Education Records

## **VI. REFERENCES**

LCME Element 11.5: Confidentiality of Student Educational Records.

LCME Element 11.6: Student Access to Educational Records.

## **VII. APPROVALS**

Educational Policy Council approved on April 1, 2026

**The University of Pittsburgh School of Medicine reserves the right to change these policies and procedures as needed.**