Policy Title: Confidentiality of Student Educational Records

Policy Number (relate to LCME Element as applicable)**:** UCF COM Policy 11.5.1

Applies to: All medical students, faculty and staff at the University of Central Florida College of Medicine.

Date: 5/16/2017

1.0 Purpose:

This policy relates to LCME Element 11.5, which states: " 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."

2.0 Policy Statement:

The M.D. registrar is the individual responsible for maintaining student records for medical students in accordance with AAMC guidelines (Section (III, Appendix 41)) and for authorizing individuals to examine or review student records.

Content of the Medical Student Academic File

The medical student academic record includes the following elements:

- AMCAS application*
- Copy of letter of offer and acceptance*
- Previous academic transcripts with degree posted*
- Module and clinical evaluations
- Official transcript of all medical school coursework*
- Documentation of grade change(s)
- Official dates of enrollment in medical school, including start and end dates for each academic year*
- Dates of leaves of absence and graduation date*
- Copy of M.D. diploma*
- Medical Student Performance Evaluation (MSPE; formerly Dean's Letter)*
- Federal Credentials Verification Service (FCVS) and/or residency medical education verification forms completed during and after the senior year*
- Personal Identification (photo and signature)*
- Documentation of withdrawal or dismissal*
- Letters of appreciation from patients, commendation letters from faculty
- Notice of awards
- State Residency/Reclassification Affidavit and supporting documents*
- Change of Name Form and supporting documents*
- Transcript Request Release Form*
- FERPA waivers*
- Information release forms
- Situational Document Release Forms
- SEPC letter(s)*
- SEPC appeal letter(s)*
- Change of INS Status*

* Indicates records that will become part of the permanent academic record. All other documents in the file are considered supporting documents and will be removed five

anniversary years after graduation or departure from the program.

Any student record or document that is not listed above or does not include an * is not considered to be part of the student's permanent official academic file. All permanent documents will be maintained electronically or in hard copy. Hard copy documents are maintained in a locked file cabinet by the M.D. registrar. Health records are stored electronically at the main campus Health Services Office and the College of Medicine Clinic and are not accessible to COM faculty or staff.

Student Confidentiality Policy

The Office of Student Affairs adheres to strict policies regarding the release of student information. The College of Medicine M.D. registrar provides access to student records to faculty and administrative staff with a legitimate educational interest. Students are encouraged not to release class lists, addresses or phone numbers to individuals outside of the College of Medicine. However, pursuant to the requirements of the Family Education Rights and Privacy Act [(FERPA (the Buckley Amendment)] the following type of information designated by law as "directory information" may be released by the College of Medicine Office of Student Affairs when it is deemed in the best interest of the student.

Directory Information

Under the provisions of FERPA, students have the right to withhold the release of the following items designated by UCF as "Directory Information:"

- Name
- Current mailing address
- Telephone number
- Date of birth
- Major field of study
- Dates of attendance
- Enrollment status
- Degrees and awards received
- Participation in officially registered activities and sports
- Athletes' height and weight

Unless otherwise indicated, these informational items may be released at the discretion of the university. The university will honor a student's request to withhold "Directory Information" until such time as that student's request to withhold "Directory Information" is rescinded. Until such rescindment is affected, the university will continue to withhold such information, even after enrollment has terminated.
For more information, please refer to the Student Rights to Privacy (FERPA).

3.0 Definitions:

Family Educational Rights and Privacy Act of 1974 (FERPA): federal privacy law which affords students the right to inspect and review their educational records within 45 days (Florida state law requires that the records be made available within 30 days); the right to seek to amend educational records; the right to have some control over the disclosure of information from their educational records; the right to obtain a copy of the University's student records policy; and the right to file a complaint with the U.S. Department of Education's Family Policy Compliance.

4.0 Responsibilities:

The M.D. registrar is responsible for adherence to this policy.

5.0 Monitoring/Procedures:

All student grades and dates of enrollment are maintained electronically within a secure infrastructure of the university (PeopleSoft, OASIS). All hard copy documents are stored in a file in a locked cabinet housed in the M.D. Registrar's Office.

The M.D. registrar grants access to student records to administrators, faculty, and staff members with a legitimate need to know. Access to the full or partial record will be granted if the faculty or staff member is able to demonstrate a need to know in order to fulfill an official school required task. Examples include but are not limited to release of a transcript and other evaluation information to a faculty member who is designated as a student's academic advising academy leader; faculty members or administrators who are designated to write a student's MSPE or requested letters of recommendation,; and staff members who are responsible for uploading information into ERAS in support of the Match process. Other examples would include other M.D. program officials who need information to determine scholarship awards, administrators who are involved in adjudicating academic appeals, and members of the Student Evaluation and Promotion Committee (SEPC) who are responsible for ensuring successful academic progress.

Before access is granted, faculty and staff members are required to complete the Family Educational Rights and Privacy Act (FERPA) training and must agree to abide by the rules and regulations concerning privacy and disclosure. All new faculty and staff are required to complete FERPA training. The official educational record documents may not be removed from the M.D. Registrar's Office.

6.0 Related Policies:

- UCF COM Policy 11.6.1: Student Access to Educational Records

7.0 Key Search Words:

Student records	Academic record	Academic file
Educational record	FERPA	

8.0 Revision History:

Version	**Date Approved**	**Modifications**
V1	2009	Original
V2	6/30/2017	Minor edits

9.0 References:

N/A.

Responsible Office: Associate Dean for Students

Policy Contact: Director, Admissions and Registrar

Supersedes: Version 1