

Policy Title: Student Access to Educational Records**Policy Number** (relate to LCME Element as applicable): UCF COM Policy 11.6.1**Applies to:** All medical students at the University of Central Florida College of Medicine**Date:** 5/16/2017**1.0 Purpose:**

This policy relates to LCME Element 11.6, which states: "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.

2.0 Policy Statement:

The M.D. registrar manages and maintains the academic records of all medical students. The primary role of the M.D. registrar is to maintain the permanent records and documents pertinent to each matriculated student's progress throughout medical school. The M.D. registrar is also responsible for maintaining the documents that preserve the institutional memory of the college pertaining to the student academic record.

Students have the right, under the Family Educational Rights and Privacy Act (FERPA), to inspect and review their educational records. Student records submitted to the university become the property of the university and cannot be returned to or copied for the student or released to a third party. Students may request to amend their records under the provisions outlined in the regulation. Challenges to medical student academic records will follow the appeal process included in the university's *Golden Rule* adapted to the College of Medicine.

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:

- Medical students are permitted to review all components of their student record. While the state of Florida requires by law that those requests be met within 30 days of the day of the request, upon receipt of request the M.D. registrar will normally be able to fulfill the request within one week of the request. Upon receipt of an official request the M.D. Registrar's Office will make arrangements for access and notify the student of the time and place where the records may be inspected. The official educational record documents may not be removed from the M.D. registrar's area. Students requesting a copy of their educational record must submit in writing a request to the M.D. Registrar's Office. Students may request to amend their records under the provisions outlined in FERPA.
- Students may view their course and clerkship data, and may appeal his or her module or clerkship grade, or any component of the module or clerkship (e.g., exam grade, narrative

evaluation, project, etc.) if he or she feels that grade was assigned in a manner not in accordance with the module or clerkship statement of policy that was distributed at the beginning of the course. The appeal is directed initially to the module or clerkship director and then to the assistant dean(s) for Medical Education for resolution. If the resolution of the issue is not made to the student's satisfaction, then an appeal is made in writing to the Office of Faculty and Academic Affairs stating the reasons for the appeal. After an appropriate hearing and review, the associate dean for faculty and academic affairs will recommend disposition of the appeal. A student wishing to appeal to the dean concerning the recommendation must make a written request within 10 business days of receipt of written notification of the recommendation from the Office of Faculty and Academic Affairs. Acting as the university president's representative, the dean of the College of Medicine shall make a final decision on the matter within 15 business days of receipt of the student's request for review.

- Students may view their Medical Student Performance Evaluation (MSPE), and may suggest edits. However, the associate and assistant deans for students, as the letter writers, will make the final determination as to the content of the MSPE. Students are given no less than a 2 week time frame in which they may review their MSPE and suggest edits.
- Policies and procedures referencing access to the educational record are published and provided on the *Good Place to Start* (GPS) website.

6.0 Related Policies:

- UCF COM Policy 11.5.1: Confidentiality of Student Educational Records

7.0 Key Search Words:

Student records	Student access to records	FERPA
Challenge to records		

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