

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: 3/21/2025

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 the student’s educational records, including the Medical Student Performance Evaluation, if the student 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 10 business days of the request. Students requesting a copy of their educational record must submit in writing a request to the M.D. Registrar’s Office, who will then release the record to the student in a PDF file. 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 1) 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, 2) there are errors in the application of the grading procedures, and/or 3) a grade was lowered for non-academic reasons, including discrimination. The appeal is directed initially 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 Associate Dean for Academic Affairs stating the reasons for the appeal. After an appropriate review, acting as the Dean's representative, the associate dean for academic affairs will make a final decision on the matter within 15 business days of receipt of the student's request for review. The decision of the associate dean is final and not subject to appeal.

- 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.
- 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 by CCom	Minor edits
V3	3/21/2025 by CCom	Minor edits

9.0 References:

N/A

Responsible Office: Associate Dean for Students

Policy Contact: Director, Admissions and Registrar

Supersedes: V2