
POLICY NAME: COM Policy on Access to Student Educational Records

Responsible Party: Office of Medical Education

Applies To CMED: Faculty Students Residents Staff Administration

Approval Date: 11/09/2017

Policy Procedure

POLICY:

Accepted educational practice dictates that medical student educational records must be confidential and made available only to those members of the faculty and administration with a legitimate educational need (Liaison Committee for Medical Education, *Functions and Structure of a Medical School*). At CMU COM medical student academic records are confidential and generally not accessible to faculty and administrative personnel without the students' consent.

DEFINITIONS:

The COM has defined those with a legitimate educational need as:

1. The Dean, Senior Associate Dean of Academic Affairs, Associate and Assistant education deans and the Associate Dean of Student Affairs have a right to view all of an official education record of a student in the course of their duties.
2. Student advisors have the right to view all of an advisees' official educational record to monitor student progress and to provide educational and career guidance.
3. The Director of Student Success is provided the educational record of those students who are mandated to meet with the director.
4. The COM Student Progress and Professionalism Committee (SPPC) has the right to view all of an official education record of a student in the fulfillment of its charges to
 - a. Monitor student progress toward achieving the academic performance standards
 - b. Evaluate and make recommendations to the Executive Council or Dean on advancement, retention, or dismissal of students based on student academic and/or professionalism performance standards
 - c. Make recommendations to the Executive Council for graduation for those students who have satisfied the objectives/competencies of the educational program

5. Course directors and clerkship directors have the right to view student performance data during the course to provide formative feedback and make recommendations for student improvement
6. Course directors and clerkship directors have the right to use de-identified, composite performance data for the purpose of course and programmatic evaluations.
7. Any other requests for access to student official educational records shall be handled on a case by case basis through application to the SADAA. Individuals making requests must make a written request outlining the legitimate educational reasons for the information.

The College of Medicine and CMU Partners reserve the right to make exceptions, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.

Policy History	
11/09/2017	Approved by SAD Group