
POLICY NAME: Request Access to Academic Records for Research Project

Responsible Party: Office of Medical Education

Applies To CMED: Faculty Students Residents Staff Administration

Approval Date: 11/09/2017

Policy Procedure

POLICY:

The COM encourages faculty to design, conduct, analyze and publish innovative educational research. Occasionally this type of research requires access to student performance data. The Office of Medical Education is responsible for ensuring the accuracy and confidentiality of all student records however, we supports the sharing of student performance data for well-designed research questions. Any faculty member may request access to student ‘grades’ by providing the following information to the OME. The Academic Records Access committee (ARA) will evaluate the information and determine whether the information (de-identified) can be shared for the proposed study.

PROCEDURES:

In order to protect the confidentiality of students, a formal request of academic records includes the following:

1. A brief description of the research proposal including the research question (s).
2. A brief description of how the research advances knowledge and contributes to the benefit of medical education.
3. Proposed method of research and plan for data analyses.
4. State expected results and describe how results will be reported.
5. Pertinent references as available.
6. IRB approval

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