I. **PURPOSE**
Describe how access to student records is granted by the Senior Associate Dean for Medical Education.

II. **PERSONS AFFECTED:**
Medical students, educational deans

III. **POLICY AND PROCEDURE STATEMENT**

Students’ academic records are maintained in electronic files in the Augusta Webster Office of Medical Education and are secured through a password protected portal. Students have access to all of their academic records in accordance with Northwestern University’s FERPA policy: [http://www.registrar.northwestern.edu/records/student-information-privacy/privacy-policy-ferpa.html](http://www.registrar.northwestern.edu/records/student-information-privacy/privacy-policy-ferpa.html)

All access to students’ academic records must be approved by the Senior Associate Dean for Medical Education and are granted only to faculty and staff with a “legitimate educational interest” which requires that the individual seeking access is doing so for the purpose of performing a job function. Students’ individual interests and privacy are considered in all cases.

IV. **APPROVING BODY:**
Curriculum Committee