Title: Access to Student Records Policy

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<th>Relevant LCME Element(s):</th>
<th>Last approved:</th>
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<td>11.5: Confidentiality of Student Educational Records</td>
<td>3/3/2021</td>
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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