

MEDICAL STUDENT POLICY

Title: Access to Student Records Policy	
Relevant LCME Element(s): 11.5: Confidentiality of Student Educational Records	Last approved: 3/1/2023

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>

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