

## ACADEMIC FILE REQUESTS

The Office of Medical Education (OME) makes every effort to assure the confidentiality of academic files. Except for Medical Education Office personnel, any person authorized through the Family Educational Rights and Privacy Act of 1974 (FERPA) and with a legitimate educational need to access a student's academic file will be asked to log the date, his/her name and department and the reason for accessing the record. This procedure will assist office personnel in safeguarding the contents of the file and will enable the student to monitor the identity of persons who have accessed his/her record.

### Access by student:

- A student may submit a request to see his/her file at any time. No student records may be taken from the Office of Medical Education except for use by the Medical School Performance Evaluation Committee or the Committee on Student Promotion or after review by a dean within the Office of Medical Education.
- A student may ask that the School of Medicine amend a component of the record that the student believes to be inaccurate. Requests should be made in writing to the Associate Dean for Student Programs and Professional Development, should clearly identify the part of the record the student wishes to be changed and why the student believes to be inaccurate. If the School decides not to amend the record, the student will be notified in writing of the decision and of their right to appeal through University grievance procedures.

### Access by faculty:

- Faculty must have a legitimate educational need to view a student academic file. The majority of faculty will make such a request when reviewing information for an integrated residency application or writing a letter of recommendation.
- Faculty should give the Office of Medical Education 24 hours notice prior to viewing.