

Confidentiality of Student Records Policy

Purpose

Pritzker School of Medicine's policy for disclosure of student records to faculty or staff who have legitimate educational interest while maintaining medical student confidentiality.

Overview

The Pritzker School of Medicine is committed to ensuring the privacy of student educational records and adhering to FERPA guidelines. The Pritzker School of Medicine, The Pritzker School of Medicine Registrar, and the University of Chicago Registrar, educates students, staff and faculty in its obligations in regards to confidentiality and informs students of their rights in regards to their own educational records.

Related LCME Standards:

- 11.5 Confidentiality of Student Educational Records

Principles

1. The University of Chicago University Registrar's Office and The Pritzker School of Medicine's Registrar's Office is committed to ensuring the privacy of student educational records and adhering to FERPA guidelines.
2. A student's educational records are defined under the Family Educational Rights and Privacy Act of 1974 as including, subject to the limitations described in the Act, "records, files, documents and other materials which (1) contain information directly related to a student; and (2) are maintained by an institution or by a party acting for such institution."
3. At the University, a student's education records are often maintained at the medical school and in the Office of the University Registrar.

Policy

1. Students may request in writing for any individual to be granted access to their student records.
2. Pritzker School of Medicine staff on the curriculum team, and the Pritzker School of Medicine Registrar have access to medical student records for the purpose of building and maintaining data systems and reporting.
3. Faculty and Administrative Access to Student Records
 - a. Only medical school leadership and medical education administration with legitimate educational interest in the student record are granted access to medical student records.
 - b. Medical education staff are granted access to the Pritzker School of Medicine student information system on a case-by-case basis. The Executive Director of Medical School Education must sign-off on all access.
 - c. All new system users will complete FERPA Training prior to being granted access. All accounts are reviewed annually and during the annual review, all

- users are required to attest to continuing to require access as well as having reviewed and understood FERPA policy.
- d. Students do not have direct access to the student information system per FERPA, but may request access to their student records at any time from the University of Chicago Office of the Registrar.
4. Faculty and Administrative Access to Evaluations of Student Performance
 - a. Medical education leaders and staff, including deans, medical education staff, course directors and course coordinators with legitimate educational interest in the student assessment data are granted access to the Pritzker School of Medicine's evaluation system (Canvas/MedHub)
 - b. Provided evaluation reciprocity is met, students have direct access to their assessment data in MedHub at all times and per FERPA may request access to additional records at any time
 5. Faculty of record and/or course coordinator accounts are managed by the Pritzker Curriculum Team and Executive Director of Medical School Education.

Procedures

1. Students can request access to their student record for themselves or for a third party by submitting their request in writing to the Office of Campus and Student Life (5711 S. Woodlawn Ave.) Requests to other University offices or verbal requests will not be honored.
2. A representative from the Office of Campus and Student life will then coordinate with the relevant University offices to gather the requested records; review the records to confirm they are complete and redact any FERPA-waived recommendations, information about other students subject to FERPA privacy obligations, or any other information protected from disclosure by FERPA or other applicable law; finally, the representative will make arrangements with the student to inspect the records in person. (<https://studentmanual.uchicago.edu/administrative-policies/student-education-records-and-directory-information/inspection-and-review-of-education-records/>)
3. Medical Education Staff can obtain access to student records in AIS by requesting access from the employee's supervisor or the Executive Director of Medical School Education.
4. Their supervisor must verify the staff member has valid educational interest.

Accountable Dean or Director: Dean of Students, Associate Dean for Medical School Academics

Approval Date and Governing Body: December 13, 2019; Education Executive Committee