



## **Confidentiality of Student Records Policy**

### **Purpose**

Pritzker School of Medicine's policy for release of student educational 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. In order for any individual, other than the student, to be granted access to confidential academic records, the student must request access for the aforementioned third-party individual in writing.
2. Pritzker School of Medicine staff on the curriculum team, and the Pritzker School of Medicine Registrar are extended the ability to view medical student records so they may utilize the salient information to inform the construction and maintenance of data systems and for reporting purposes.

3. Faculty and Administrative Access to Student Records
  - a. Only medical school leadership and medical school staff who demonstrate legitimate educational interest in the student record are permitted access medical student records.
  - b. Medical school staff are extended the ability to view the Pritzker School of Medicine student records database on a qualified, individual basis. The Director of Medical School Education must approve and grant all instances of access.
  - c. All faculty and staff granted access to the student records database shall complete FERPA Training prior to accessing the medical student record.
  - d. Students may write the University of Chicago Office of the Registrar, as needed, in order to request access to their student records.
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. Medical students have access to all assessment data in Canvas/MedHub, unless evaluation reciprocity is not met.
5. Faculty of record and/or course coordinator accounts are managed by the Pritzker Curriculum Team and 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 or SMS by requesting access from the employee's supervisor or the Director of Medical School Education.
4. The staff member requesting access to student records must have a valid educational interest confirmed and approved by their direct supervisor.

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

Approval Date: December 1, 2021

Approval Body: PSOM Curriculum & Educational Policy Committee