

Policy Name:	Confidentiality of Student Education Records
Original Approval Date:	09-18-2020
Approving Officer/Committee:	Medical Curriculum Committee
Revision Dates and Notes:	3-18-21
Related LCME Element(s) (if any):	11.5

A. Policy – Students may request in writing for any individual to be granted access to their student records. Access is provided by extracting and securely transmitting the requested records. Access is not granted directly to the electronic records system. The policy is designed to ensure that student educational records are available only to faculty and administration who are permitted to review them in accordance with FERPA and to outline the policy of disclosure of student records to a member of the faculty or administration who have legitimate educational interest.

B. Purpose – It is the purpose of this policy to provide reasonable interpretations of the Federal Family Educational Rights and Privacy Act and to protect the student's right of privacy as guaranteed therein.

C. Scope – This policy applies to all School of Medicine students, faculty, staff, and administrators.

D. Procedure/Process – Faculty and Administrative Access to Student Information System

All students enrolled at the LSUHSC-S School of Medicine are protected by the Family Educational Rights and Privacy Act (FERPA). Students' rights include the right to consent to disclosure of personally identifiable information contained in education records, except to the extent that FERPA authorizes disclosure without consent.

At the School of Medicine, student education records are confidential and available only to those members of the faculty and administration with a legitimate educational interest, unless released by the student or as otherwise governed by laws concerning confidentiality.

The following medical school officials, based on a legitimate educational interest, have access to the education record without student consent.

- Dean
- Provost
- Associate Dean for Academic Affairs
- Associate Dean for Student Affairs
- Director for Academic Affairs
- Director for Student Affairs
- Office of the Registrar staff members
- Student Promotions Committee members
- Student Professionalism Committee members

- PhD and MD/PhD Program Director (for students in the PhD and MD/PhD Programs)
- Administrative Coordinator involved in preparation of the MSPE

The following medical school officials, based on a legitimate educational interest, have access without student consent only to the portion of the education record that contains grades.

- Module Directors
- Course and Clerkship Directors
- Learning Specialist
- Career Advisors
- Associate Dean for Diversity
- Office of Academic Affairs staff members
- Office of Information Technology staff members

Medical school officials and faculty members not listed above may request access to a student's education record via the *Student Academic Record Request* form and are granted access to the record only with the student's written permission. This request must contain the names of the parties who have requested access and the legitimate interest of the party requesting that information. The record of requests will be maintained by the Office of the Registrar and may be inspected by the student under the same procedures by which the record itself may be inspected.

References to Regulations and/or Other Related Policies:

[Family Educational Rights and Privacy Act](#)

LCME Element 11.5: Confidentiality of Student Educational Records