TITLE OF POLICY
Student Records: Confidentiality, Retention and Access

PURPOSE AND SCOPE
The purpose of this policy is to define the confidentiality of student records and outline both the
retention timeline and the process wherein a student can request access.

RESPONSIBLE PARTY AND REVIEW CYCLE
The Education Committee will review and approve the policy in odd-numbered years or as needed.

LCME REFERENCE(S)
LCME 11.5: Confidentiality of Student Educational Records
LCME 11.6: Retention of and Access to Student Records

HISTORY OF APPROVALS AND UPDATES
Approved by Education Committee March 2019

DEFINITION(S)
This policy is designed to comply with the provisions of the Family Educational Rights and Privacy Act
(FERPA) of 1974, 20 U.S.C. Sec. 1232g and with the University's policies for the use of human subjects in
research as monitored by the Office of Research Administration.

Student academic records: comprised of the admissions packet folder (AMCAS application, all pre-
medical school transcripts, UNC acceptance letter, UNC policy agreements (i.e. Community Standards,
Technical Standards, Confidentiality Statement), internal scheduling folder (i.e. elective request forms,
add/drop forms), academic performance (course grades and narrative comments), and financial aid
folder (i.e. E-mail correspondences to revise financial aid, documents related to FAFSA, scholarship
information). Academic records do not include any student health information.

POLICY
Confidentiality of Student Records
The Director for Student Affairs, Associate Dean for Student Affairs and Assistant Dean for Student
Affairs and the Registrar have access to all records. College advisors have access to academic records
and can request additional access from the Associate Dean for Student Affairs. Annually, we audit
access levels to ensure they are appropriate as roles shift.
Paper copies of student records are kept in locked file cabinets. Digital files are housed in University-approved, ONYEN-protected educational management services.

Health information records are maintained in CERTIPHI and the student Campus Health Services office, neither of which is accessible to Office of Student Affairs personnel.

**Retention of and Access to Student Records**

Student academic records are maintained by the SOM in paper or digital forms from matriculation onward. Students can request access to their academic records by submitting a form to the SOM Registrar.

**PROCEDURE(S)**

Students are able to access their transcripts that contain grades for all coursework completed.

Students who matriculated into the School of Medicine before Fall 2014 will request their transcripts from the Office of Student Affairs in the School Medicine.

Students who matriculated into the School of Medicine after Fall 2014 will request their transcript from the University Registrar (https://registrar.unc.edu).