



POLICY TITLE

Student Records: Confidentiality, Retention and Access

PURPOSE AND SCOPE

LCME Elements 11.5 and 11.6 state that medical student "educational records are confidential and available only to those members of the faculty and administration with a need to know, unless released by the student or as otherwise governed by laws concerning confidentiality" and schools should have "policies and procedures in place that permit a medical student to review and to challenge his or her educational records, including the Medical Student Performance Evaluation (MSPE), if they consider the information contained therein to be inaccurate, misleading, or inappropriate."

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.

This policy addresses access to information related to academic performance by faculty, administration and students to meet this standard.

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
Recommended to the Education Committee February 2026

DEFINITION(S)

Academic Records-documents including final course/clerkship grades, evaluation data used to determine grades (such as performance on examinations, quizzes, OSCEs, and other narrative assessments), permanent academic record, and Medical Student Performance Evaluation (MSPE). *Academic records do not include any student health information.*

Active Record- records of a student who is currently enrolled or on an approved LOA

Legitimate Educational Interests- describes individuals who have a reason to access educational



information about students. Legitimate interest pertains to individuals for whom:

- Information requested is necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement
- Information is to be used within the context of official agency or school business and not for purposes extraneous to the official's areas of responsibility or to the agency or school
- Information is relevant to the accomplishment of some task or to a determination about the student
- Information is to be used consistently with the purposes for which the data are maintained

POLICY

Accessing the Academic Record

Medical students are allowed to access and review their own academic records, as well as request the release of records in accordance with the policies of the UNC Office of the Registrar and FERPA guidelines. This includes final course/clerkship grades, evaluation data used to determine grades (such as performance on examinations, quizzes, OSCEs, and other narrative assessments), their permanent academic record, and Medical Student Performance Evaluation. Much of this information is available to the student on demand, electronically within Canvas or One45 or from individual clerkship/course directors.

Information in the student's active record that is housed on a secure, ONYEN protected drive in the Office of the MD Program Registrar, can be accessed and reviewed by a student by contacting the office of the MD Program Registrar at SOMRegistrar@med.unc.edu and arranging a time for review. Reviews will take place during business hours Monday through Friday excluding holidays. Requests must be made and approved at least 24 hours in advance of review. Transcripts and currently enrolled courses are found online through Connect Carolina. The student will be asked to provide a photo ID at the time of the review. Records cannot be removed from the Office of the Registrar.

A student may request a copy of the Medical Student Cumulative Academic Records File. This request must be made on site.

Exceptions to this right of access are: confidential letters and statements of recommendation; records that the student has waived the right to inspect; and records of instructional, supervisory, and administrative personnel which are in the sole possession of the maker and not accessible or revealed to any other person except a regular replacement for that record holder (an example would be a faculty member's grade book).

A written request must be filed for the release of information to third parties (anyone other than the student). The written request must contain the signature of the student whose file is requested.

Correction of the Academic Record

A student who believes that their academic record contains a clerical or administrative error {e.g., omission of a course, grade, or clerkship) may submit a written request for correction to the Office of the Registrar at SOMRegistrar@med.unc.edu. The request must identify the specific element(s) thought to be inaccurate and include any relevant supporting documentation. The Office of the Registrar will review the request and make corrections as warranted in accordance with institutional policy.

If, after review by the Office of the Registrar, a student wishes to challenge an element of the academic record based on academic judgment, interpretation, or application of institutional policy rather than clerical or administrative error, the student must submit a written appeal of the academic record to the Senior Associate Dean for Medical Student Education. This appeal process is intended to address questions regarding the accuracy or appropriateness of how academic outcomes or status are reflected in the academic record and does not apply to appeals of grades, evaluations, or narrative comments, which are governed by the MD Program's separate Grade and Written Comment Appeal Policy.

Transcript Requests

Students may also request transcripts that contain grades for all coursework complete. Requests will be completed within 3-5 business days.

Process for Request of Official or Unofficial Transcript:

Date of Matriculation	Official Transcript	Unofficial Transcript
Matriculated before Fall 2014	Request from SOM Registrar	Request from SOM Registrar
Matriculated in Fall 2014 or after	Request from University Registrar	Request from SOM Registrar

The following parties with legitimate educational purposes may access a student's academic record without prior permission from the student:

- Senior Associate Dean of Medical Student Education
- Associate and Assistant Deans of Curriculum
- Associate and Assistant Deans of Student Affairs
- Members of the Student Progress Committee {SPC}
- Staff of the Office of Student Affairs
- Staff of the Office of Curricular Affairs
- Director and staff of the Office of Academic Excellence, including academic coaches
- College Advisors
- University Officials on a need-to-know basis as determined by the Associate Dean of Student Affairs
- Staff and Faculty of the Office of Educational Effectiveness
- Others as permitted or required by law or University policy



**SCHOOL OF
MEDICINE**

Offices of Medical School Education
Campus Box 7321
Roper Hall
150 Medical Drive
Chapel Hill, North Carolina 27599-7530

PROCEDURE(S)

To schedule a time for a records review, email SOMRegistrar@med.unc.edu.

To request release of academic records to third parties, file a written request with the registrar at SOMRegistrar@med.unc.edu. The request must contain a signature of the student whose file is requested.