

## MEDICAL STUDENT POLICY

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| Title:<br><b>Access to Student Records Policy</b>                                 |                                   |
| Relevant LCME Element(s):<br>11.5: Confidentiality of Student Educational Records | Last approved:<br><b>3/1/2023</b> |

### I. **PURPOSE**

Describe how access to student records is granted by the Senior Associate Dean for Medical Education.

### II. **PERSONS AFFECTED:**

Medical students, educational deans

### III. **POLICY AND PROCEDURE STATEMENT**

Students' academic records are maintained in electronic files in the Augusta Webster Office of Medical Education and are secured through a password protected portal. Students have access to all of their academic records in accordance with Northwestern University's FERPA policy:  
<http://www.registrar.northwestern.edu/records/student-information-privacy/privacy-policy-ferpa.html>

All access to students' academic records must be approved by the Senior Associate Dean for Medical Education and are granted only to faculty and staff with a "legitimate educational interest" which requires that the individual seeking access is doing so for the purpose of performing a job function. Students' individual interests and privacy are considered in all cases.

### IV. **APPROVING BODY:**

Curriculum Committee