

**UNIVERSITY OF HOUSTON
COLLEGE OF MEDICINE**

SUBJECT: Access to Student Files Policy
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I. PURPOSE AND SCOPE

- A. To specify policy and procedures for anyone accessing student files in the University of Houston College of Medicine (UHCOM).
- B. To ensure the University of Houston College of Medicine complies with Liaison Committee on Medical Education (LCME) accreditation standards for the medical education program, including LCME Standard 11.5.

II. BACKGROUND

UH College of Medicine follows the University of Houston practices for access to student files and all Family Educational Rights and Privacy Act (FERPA) guidelines, along with relevant state, federal, and accreditation regulations.

III. POLICY

- A. The University of Houston will not disclose information from a student's education records without the written consent of the student, except in as authorized under FERPA.
- B. Medical student educational records are confidential and available only to those members of the medical school faculty and administration with a need to know, unless released by the student or as otherwise governed by laws concerning confidentiality.
 1. Specifically identified medical school officials, with a legitimate educational interest, have access to the educational record without student consent. These include the following, on a need to know basis:
 - Associate Dean for Medical Education
 - Associate Dean for Student Affairs, Admissions and Outreach
 - Assistant Dean for Assessment and Continuous Quality Improvement
 - Director of Academic Support
 - Learning Community Mentors
 2. Other individuals, such as a faculty member who wants to see student assessments to write a letter of recommendation, are granted access to the record with the students' written permission as defined by the Office of Registrar.

IV. Process

UHCOM abides by the Office of Registrar process for disclosure of records found in the UH Graduate College Handbook: <http://publications.uh.edu/content.php?catoid=40&navoid=14013>

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V. DEFINITIONS

Family Education Rights and Privacy Act (FERPA)	The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
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Approval History		
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Transitional Curriculum Committee	Approved	August 7, 2019
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UH Office of General Counsel	Approved	September 1, 2021

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