

STUDENT EDUCATIONAL RECORDS AND ACCESS TO RECORDS POLICY

Policy Statement

The Tilman J. Fertitta Family College of Medicine maintains confidential educational records on all students and defines who may access or amend student records.

Purpose

This policy specifies the contents of the educational record, retention of records, who may access the academic record, and student challenges to the contents of the educational record. This policy complies with Liaison Committee on Medical Education (LCME) accreditation standards, including LCME Elements 11.5 and 11.6.

Scope and Application

This policy applies to faculty, staff, and students, regardless of title or status, at the Tilman J. Fertitta Family College of Medicine.

Procedures

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

I. Contents of the educational record

The student educational record will contain the following:

1. Texas Medical and Dental School Application Service (TMDSAS) admissions application (not including letters of recommendation)
2. Verification of identity including student's signature
3. Official transcripts from all colleges and universities attended
4. Transcripts of all medical school coursework
5. Students' final course performance evaluations
6. United States Medical Licensing Exam scores, exam date, and notation of pass/fail
7. Medical Student Performance Evaluation
8. Intent to graduate form
9. Letters from the Student Performance and Advancement Committee
10. Final disposition of disciplinary action records
11. Documentation of grade changes and appeals
12. Institutional technical forms for admissions
13. Copy of medical school diploma

II. Retention of the educational record

The academic record will be maintained indefinitely by TJFFCOM except for TMDSAS application, final course evaluations, documentation of grade changes and appeals which will be maintained for 5 years after graduation or separation.

III. Access to the educational record and student files

TJFFCOM follows the University of Houston practices for access to student files and all Family Education Rights and Privacy Act (FERPA) guidelines, along with relevant state, federal, and accreditation regulations. TJFFCOM will not disclose information from a student's education records without the written content of the student, except as authorized under FERPA.

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.

Specifically identifies 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:

1. Associate Dean for Medical Education
2. Assistant Dean for Student Affairs
3. Assistant Dean for Assessment and Continuous Quality Improvement
4. Director of Academic Support
5. Learning Community Mentors

Other individuals, such as a faculty member who wants to see student assessment to write a letter of recommendation, are granted access to the record with the students' written permission as defined by the Office of the Registrar.

SECTION 8. Responsible Official & Additional Contacts

Responsible college of medicine officer: Assistant Dean for Student Affairs
Approval Body: Curriculum Committee

SECTION 9. Policy History

Original Approval Date: August 7, 2019

Revision 3:

Revision 2: February 13, 2024 – renamed Student Educational Records and Access to Records policy, revised contents of educational record

Revision 1: January 10, 2023 – reviewed and reapproved without changes (Access to Student Files Policy)

SECTION 10. Related Policies/Guidance Documents

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.