

Reviewed by MCAEC: 4/11/18 – 4/21/18	Responsible University Officer: University Registrar
Approved by Dean’s Executive Committee: 5/2/18	Policy Owner: University Registrar
Dean’s Final Approval: 5/2/18	Policy Contact: University Registrar

Student Access to Educational Records

POLICY HISTORY	
Review Date:	Change Description:
3/26/18	Reformatted policy from Student Handbook
Review History	Change Description:

POLICY STATEMENT

The Family Educational Rights and Privacy Act of 1974 (FERPA) gives students the right to inspect and review their education records and, under certain circumstances, the right to request that such records be amended. It limits the right of the State University of New York (University) and its campuses to disclose education records or information contained in such records without the student’s consent. FERPA also requires that campuses notify students, on an annual basis, of their rights under FERPA. The University is committed to protecting the privacy of personally identifiable information contained in education records in accordance with FERPA. Accordingly, this statement sets forth the procedures that the University will use to comply with FERPA. Upstate Medical University’s FERPA policy, which applies to the College of Medicine, can be found here: <http://www.upstate.edu/currentstudents/document/ferpa.pdf>

REASONS FOR POLICY:

LCME Element 11.6 Student Access to Educational Records

A medical school has 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, if he or she considers the information contained therein to be inaccurate, misleading, or inappropriate.

DEFINITIONS

There are no definitions associated with this policy.

FAQ

There are no FAQ associated with this policy.

APPENDICES

There are no appendices associated with this policy.

RELATED INFORMATION

- Grade Appeal/Academic Grievance Policy
- Family Educational Rights and Privacy Act (FERPA): <http://www.upstate.edu/currentstudents/document/ferpa.pdf>
- LCME Functions and Structure of a Medical School: <http://lcme.org/publications/>

SIGNATURE



5/2/18

Signature Dean of the College of Medicine

Date