



NYU Langone Health

TITLE: ACCESS TO STUDENT RECORDS POLICY		
EFFECTIVE DATE: April 2018	REVIEWED DATE:	REVISED DATE:

I. POLICY

The office of Registration and Student Records maintains an academic record for each student that includes grades and evaluations, summaries of skills assessments, NBME subject examination results, USMLE scores, MSPE, committee on student progress / promotion reports and other relevant correspondence. Files are stored in a secure electronic file with paper documents secured in locked files. The academic file contains information deemed necessary for the proper documentation of the student's progress through the program. Student grades and evaluations are electronically posted and students are encouraged to review them regularly. This electronic posting constitutes official notification of grades.

Admissions materials and demographic data are maintained in secure electronic files by the Office of Admission.

The maintenance and utilization of the student file are guided by national standards. NYULISOM defines the official student record as stated by the AAMC Handbook for Student Records Administrators. A student has the right to inspect her/his academic file. Before the file is open to the student's inspection, it is checked for material not covered by the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment, also commonly known as FERPA).

II. PURPOSE

This policy addresses access to student records policies and procedures at NYU Long Island School of Medicine (NYULISOM).

III. SCOPE

This policy applies to all NYULISOM medical students and staff.

IV. DEFINITIONS

FERPA: Family Educational Rights and Privacy Act – A federal law that enacted to protect the privacy of students' education records, to establish the rights of students to inspect and review their education records, and to provide students with an opportunity to



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have inaccurate or misleading information in their education records corrected. FERPA also permits the disclosure by an institution without a student's prior consent of so-called directory information about that student. Students have the right to file complaints with the Department of Education's Family Policy Compliance Office concerning alleged failures by an institution to comply with FERPA.

V. POLICY AUTHOR(S)

- Office of Student Records & Registration

VI. RELATED POLICIES: N/A

VII. PROCEDURES

A student may review her/his official record following submission of a written request to the registrar. Records may only be reviewed in the office of students but may be copied.

Student records will be routinely available to the Dean of the School of Medicine, the Associate Dean for Students and his or her staff and a student's academic coach. The Associate Dean for Students will identify pertinent portions of a student's academic record for review by the committee on student progress / promotion. A faculty member who has a legitimate need to know may review a student's academic file following submission of a written request and approval by the associate dean of students.

FERPA (<http://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/FERPA.html>) gives students the following rights regarding educational records:

1. Right of inspection of records;
2. Right to challenge records believed to be inaccurate;
3. Right to consent to disclosure of personally identifiable records (with exceptions).

Directory information, including name, date of attendance, degree awarded, enrollment status, and major field of study will be disclosed to third parties upon such request without student permission (unless limited explicitly by the student).

Non-directory information, such as SSN, identification number, address, phone number,



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email address, race, gender, transcripts and grade reports, requires student consent for release. Students may give consent for the release of records by going into the electronic database and checking off the release box under the Documents/Release Information tab to enable smooth processing of such requests.

Transcripts are sent out by the registrar's Office. Transcript requests must be made in writing by the student. Except when legally permitted to do so, transcripts will not be released unless the student gives permission to release.

VIII. REFERENCES

LCME Element 11.6 specifies that “A medical school has policies and procedures in place that permit a medical student to review and to challenge the student’s educational records, including the Medical Student Performance Evaluation, if the student considers the information contained therein to be inaccurate, misleading, or inappropriate.” (*LCME Functions and Structure of a Medical School*, effective March 2020)

IX. TYPE OF POLICY

Academic

X. APPROVALS

Faculty Council

XI. POLICY MANAGEMENT

Responsible Executive: Dean of the School of Medicine

Responsible Officer: Associate Dean for Students & Diversity

Responsible Office: Office of Student Records and Registration