

	<b>Access to Medical Students Educational Records (LCME Element 11.6 Student Access to Educational Records)</b>	<b>Effective Date:</b>	<b>August 14, 2018</b>
		<b>Current Date:</b>	<b>August 7, 2018</b>
		<b>Contact:</b>	<b>Office of Admissions</b>
<b>Approved By: SOM Executive Faculty</b>		<b>Date Approved:</b>	<b>August 14, 2018</b>

## 1) GENERAL POLICY STATEMENT

Tulane University complies with the provisions of FERPA, the Family Education Rights and Privacy Act of 1974 (Buckley Amendment), which was enacted to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data. Under FERPA, education records are defined as records that are directly related to a student and are maintained by an educational agency or institution or by a party acting for the agency or institution. A school official with legitimate educational interests may review a student's education record in order to fulfill the official's professional responsibility without prior written consent.

- a) **Scope:** All students admitted to the Tulane University School of Medicine.
- b) **Responsible Department/Party/Parties:**
  - i. **Policy Owner:** Office of Admissions and Student Affairs
  - ii. **Procedure:** Office of Admissions and Student Affairs
  - iii. **Supervision:** Dean's Office

## 2) DEFINITIONS

For purposes of this Policy, the following terms and definitions apply:

- **School official:** any person employed by Tulane in any administrative, supervisory, academic or research, or support staff position (including public safety and health services staff); any person or company with whom Tulane has contracted to provide a service to or on behalf of Tulane (such as an attorney, auditor, or collection agent); any person serving on Tulane's Board of Administrators; or any student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

- Legitimate educational interest: the need to review an education record in order to fulfill an official's professional responsibility.

**3) POLICY GUIDELINES**

N/A

**4) REVIEW/REVISION/IMPLEMENTATION**

- a) Review Cycle: This policy shall be reviewed by the Office of Admissions and Student Affairs annually from the effective date.
- b) Office of Record: After authorization, the Dean's Office (Office of Admissions and Student Affairs) shall be the office of record for this policy.

**5) RELATED POLICIES**

Not applicable

**6) GOVERNING LAW OR REGULATIONS**

The Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g

**7) ATTACHMENTS**

Not applicable