

**UNIVERSITY OF HOUSTON SYSTEM
COLLEGE OF MEDICINE
ADMINISTRATIVE MEMORANDUM**

SUBJECT: Access to Student Files

I. PURPOSE AND SCOPE

- A. To specify policy and procedures for anyone accessing student files in the University of Houston College of Medicine.
- 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

UH and UH College of Medicine can disclose a student's educational records without a student's prior written consent under the Family Educational Rights and Privacy Act (FERPA) exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by UH or UH College of Medicine in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the University Board of Regents in the course and scope of his/her duties; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

For records from the UH Office of the University Registrar, the assignment of access to view or update a student's electronic academic record is driven by the request of that access via an approved security form. See UH OUR website at <http://uh.edu/academics/forms/index> for Authorization to Release Educational Records request form. The form has to be signed by the requestor, the requestor's manager as well as the department/college business administrator. The requestor's manager is viewed as the authority for confirming that the requested access is needed for the requestor's job. The requested access is reviewed by each business area's campus security administrator (CSA) to ensure that the access appears appropriate. Finally, the access is assigned by the CSA (A CSA exists in all enrollment services business areas as well as in student business services).

For records from the UHCOM, a member of the faculty/administration must submit in writing a request for access to a medical student's file to the Dean of the UHCOM. The request must include a compelling academic reason for access.

Any individual who requires access to students' records must complete a FERPA training and submit a signed FERPA Confidentiality Agreement form to the Office of University Registrar.

IV. DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.

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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