



**Policy Title:**

Confidentiality of Student Educational Records

**Policy Identifier:**

USCSOMC – Adm – 1.10

<b>Prepared by:</b> Office of the Registrar	Creation Date:
<b>Reviewed by:</b> Committee	Review Date:
<b>Approved by:</b> MD Program Policy and Procedures Committee	Effective Date: 10-10-24
<b>Category:</b> Admissions/Registrar	

**LCME Standards**

- 11.5 – Confidentiality of Student Records
- 11.6 – Student Access to Educational Records

**Scope**

University of South Carolina (USC) School of Medicine Columbia students, faculty, and staff.

**Policy Statement**

The following procedures are in place for the protection of student educational records and are in alignment with FERPA guidelines, in accordance with LCME elements 11.5 and 11.6: Under the Family Education Rights and Privacy Act of 1974, medical students have access to all items of their educational record except for those items to which they waive their rights (e.g., letters of recommendation).

**Reason for Policy**

The LCME and University of South Carolina expect that medical student educational records are confidential and available to those members of the faculty and administration that have a legitimate educational interest and/or a need to know, unless released by the student or as otherwise governed by laws concerning confidentiality. Only records located in the Office of the Registrar (SOM), in OASIS scheduling and evaluation program (SOM) and/or within the University’s official registration system (Banner) are covered under this policy.

**Procedures**

All requests to review and have access to educational records are received and considered by the Office of the Registrar (SOM). The Associate Dean for Admissions and Student Recruitment oversees the Registrar function and will work in consultation with the Dean (SOM) and the Office of the Registrar (USC) to resolve any conflict that may exist concerning the release of educational records.

*Contents of an Education Record*

An Education Record for the SOM may include contact information, official matriculation and attestation correspondences, grades, medical school transcript and narrative performance assessments, notification of honors/promotion, information about leave of absence and/or disciplinary actions, documentation of



remediation and/or repeat of courses and NBME/USMLE examination results, record of disciplinary action and withdrawal/dismissals/transfers notifications, MSPE, and diploma (after graduation).

*Legitimate Educational Interest*

The following parties **with legitimate educational interest and/or need to know** may access a student’s educational record without prior permission of the student:

Associate Dean for Student Affairs, Associate Dean for Undergraduate Medical Education, SOM Registrar, Associate Dean for Medical Student Education – Florence, Assistant Dean for Pre-clerkship Curriculum, Assistant Dean for Clinical Curriculum and Assessment, and the Academic Review Committee.

Students must provide written permission/attestation to allow other faculty, staff, and or administrators to view the contents of their files. An exception will be for any faculty, staff, or administrator contributing to the writing of a student’s MSPE. The permission, which will be for a specific semester and course/block/clerkship, will be reviewed, granted, and catalogued by the Office of the Registrar (SOM). Students may also request to view their permanent records via a written request to the Office of the Registrar (SOM).

**Contacts**

Office of the Registrar

**History**

Date of Change	Change