



University of the Virgin Islands School of Medicine

Policy Name and Section: <i>Student Records Policy</i>	Effective Date:	UVISOM Policy Number: <i>019</i>
Responsible Authority: <i>Associate Dean for Student Affairs and Admissions</i>	UVISOM Document where Policy Available: <i>UVISOM Student Handbook</i>	Approval Body and Date: <i>Executive Council, Self-Study Committee, Curriculum Committee March 2016</i>

Student records are maintained electronically within a secure infrastructure of the UVISOM. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their UVISOM education records. The UVISOM registrar's primary role is to maintain the permanent records and documents that pertain to each matriculated student's progress through medical school. Students of the UVISOM may come to the UVISOM registrar's office to view their education record at any time during normal business hours.

STUDENT CONFIDENTIALITY POLICY

The Office of Student Affairs and Admissions adheres to strict policies regarding the release of student information. Students are encouraged not to release class lists, addresses or phone numbers to individuals outside of the UVISOM.

The UVISOM registrar provides access to the records of a student to instructors (while a student is in their class), faculty and administrative staff with a legitimate educational interest (e.g faculty advisor), if deemed necessary. If a faculty or staff member seeks to view a student's record outside of these roles, he/she would request to view the student's record by submitting a request, and the justification therefor, in writing to the Associate Dean for Student Affairs and Admissions for the Associate Dean's consideration. Student records may only be viewed within registrar's office and may not be removed.

Pursuant to the requirements of the Family Education Rights and Privacy Act [(FERPA (the Buckley Amendment))], the following type of information designated by law as "directory information" may be released without consent, to the following parties, or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies.

“Directory Information,” may be released to the above listed third parties (in accordance with FERPA guidelines) without the student’s prior consent, unless the student files a written request to restrict directory information access. At UVISOM, “directory information” is the student’s:

- Name and current mailing address
- Telephone number
- Date and place of birth
- Major field of study
- Dates of attendance
- Enrollment status
- Degrees and awards received
- Participation in officially recognized activities and sports
- Athletes’ height and weight

The university extends to students the opportunity to withhold any or all information, including “Directory Information.” To do this, students must complete the appropriate form in the UVISOM registrar’s office, requesting this information be withheld. For additional information on FERPA, visit the Department of Education Family Policy Compliance Office at: <http://www2.ed.gov/policy/gen/guid/fpco/index.html>.

Students have the right, under the Family Educational Rights and Privacy Act (FERPA), to inspect and review their educational records. Student records submitted to the UVISOM become property of the university and originals cannot be returned to students or released to a third party. Students may request to amend their records under the provisions outlined in the Appeal Process in the Student Assessment Policy. Medical students have the right to inspect and review their education records maintained by the school. The students have the right to request that UVISOM correct records, which they believe to be inaccurate or misleading. If UVISOM deems the records are correct, the student then has the right to appeal via the **Appeal Process for Grades** (found in the Medical Student Assessment Policy- UVISOM Policy No. 017). After adhering to UVISOM Grade Appeal Policy, if UVISOM still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.

TRANSCRIPTS

Official or unofficial transcripts may be requested online, in person, or by mail from the Office of Access & Enrollment Services. Telephone and e-mail requests are not accepted. Transcripts cannot be released if the student has a hold due to a financial obligation to the university. Transcript requests must include the student’s signature, full name, identification number and the name and complete address of the person(s) or organizations to which transcripts are to be sent. If final grades or degree statement are needed, a student may indicate that the transcript request is to be held until all requested data are posted.