

# Creighton University School of Medicine

## Medical Education Program Policies

POLICY: Confidentiality of Student Records

GOVERNING BODY: Educational Program Committee

APPROVAL DATE: 6/11/2019

REVISED DATE: N/A

LCME ACCREDITATION STANDARD REFERENCE: Element 11.5 Confidentiality of Student Educational Records; Element 11.6 Student Access to Educational Records

### **PURPOSE**

The following policy ensures that the Medical Education Program complies with the University's policy on confidentiality of student records and the Family Educational Rights and Privacy Act of 1974.

### **POLICY**

The School of Medicine Medical Education Program adheres to and follows the University's Policy on [Confidentiality of Student Records](https://www.creighton.edu/fileadmin/user/GeneralCounsel/docs/4.3.1. Confidentiality_of_Student_Records_-_rev.12-20-78.pdf). The complete policy can be reviewed at: [https://www.creighton.edu/fileadmin/user/GeneralCounsel/docs/4.3.1. Confidentiality of Student Records - rev. 12-20-78.pdf](https://www.creighton.edu/fileadmin/user/GeneralCounsel/docs/4.3.1. Confidentiality_of_Student_Records_-_rev.12-20-78.pdf)

### **PROCEDURE**

The School of Medicine follows Creighton University's FERPA procedures for access to student records. Please review the University's procedures at: <https://www.creighton.edu/registrar/confidentialityprivacyferpa/>.

### **SCOPE**

This policy applies to all University employees who have access to, or knowledge of, the contents of Students' academic and personal records.

### **ADMINISTRATION AND INTERPRETATION**

The Office of Student Affairs is responsible for the administration of this policy. Please forward questions to the Associate Dean for Student Affairs.

### **AMENDMENT**

This policy may be amended by majority vote of the School of Medicine Medical Education Program Educational Program Committee.