

Appendix K - Student Records Policy

The Family Education Rights and Privacy Act of 1974 grants certain rights, privileges, and protections to students concerning educational records maintained by the School of Medicine. The law requires that the institution protect the confidentiality of matriculated student educational records, and does not address the records of unsuccessful applicants.

The law provides students with the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit an explanatory statement for inclusion in their files if the decisions of the hearing panels are unsatisfactory. The word "student" is defined to include all current and former students but not applicants for admission. The legislative history and regulations under the act make it clear that a challenge to a grade goes only to the issue of whether or not the grade recorded is the grade that the professor intended to record, not to the issue of whether the grade recorded is the grade that the student thinks should have been awarded for the course.

Educational files are maintained in the Office of the Registrar. These files contain admissions credentials and records of current and previous academic work, including course, clerkship and other evaluations, National Board or Medical Licensure Examination scores (taken and reported while a student), the medical school transcript, Correspondence from the Committee on Students related to "adverse actions", and the Dean's Letter of evaluation for fourth year students. The file will also contain letters of Faculty recommendation for which the student may or may not have waived the right to review. Any student request for records will prompt review of the record that is provided to the student and removal of any materials of which waiver of these rights is indicated. Only the president, the vice president, the dean, or the registrar of the School of Medicine may authorize release of educational records to any agent external to the School of Medicine or permit any such access to these records in accordance with FERPA.

- **Committee on Students Correspondence:** Correspondence to students from the Committee on Students including letters requesting an appearance before the committee are not a permanent part of the record. However, when the COS renders a decision of adverse institutional action, it becomes a permanent part of the student record.
- **Physicianship Forms:** This form was developed to evaluate professionalism behavior critical to the professional growth of a young physician that may not be noted or standard course and clerkship evaluation. It is completed by faculty members and forwarded to the Course or Clerkship Director. That individual meets with the students and presents formative feedback related to the behavior. The student is required to sign the form but also is allowed to provide written explanation for the behavior. The form is forwarded to the Associate Dean for Students. One event deemed by the Associate Dean to be of egregious nature, or a second physicianship form triggers automatic review by the Committee on Students. If no additional physicianship forms are received, or no adverse action rendered by the Committee on Students, the physicianship form is removed from the permanent file at graduation.

The Medical School Registrar's Office will provide directory information at its discretion. Directory information includes the student's names, local address and telephone number, permanent address and telephone number, hometown, date and place of birth, major field of study, participation in officially recognized sports and activities, degrees and awards received, the school in which the student is enrolled, the most recent previous educational agency or institution attended, dates of attendance, expected graduation date and residency or other internship or post completion placements. Students may instruct the registrar to withhold the release of directory information by providing written notice to the Office of the Registrar by the end of the second week of the academic year. These instructions will be honored for only one academic year; therefore, such notices must be filed annually with the Registrar.

Students may not review family financial records and statements of their parents, and any information contained therein which may have been submitted in connection with requests for financial aid. In accordance with the provisions of FERPA, other information contained in educational records will be released to the student or an external agent with the written consent of the subject of those records. Forms to request review of educational files are available from the Office of the Registrar. Upon receipt of a completed request form and at a mutually convenient time within 45 days of the date of request, the student may review his or her educational record. The review of the educational records by the student will take place in the presence of the Registrar. Detailed policies and practices under the Family Education Rights and Privacy Act of 1974 and other federal legislation are available for inspection at the Registrar's office.

In the event that a student feels that the Georgetown University School of Medicine has not complied with FERPA, he or she should seek remedies through the Associate Deans or contact: Family Policy Compliance Office, United States Department of Education, 400 Maryland Avenue, SW, Washington DC, 20202-4605, Attention: Leroy Rooker, Director.