



Title/Subject: Confidentiality of Student Educational Records

Applies to: faculty students staff All other persons or entities

Policy System Process/Procedure Guideline/Standard Position Description

- **Introduction**

- **Historical/Contextual Overview:** The *Family Educational Rights and Privacy Act of 1974* (FERPA) is the United States federal law that protects student records privacy review and disclosure rights. The Act provides, among other things, that an institution will maintain the confidentiality of student education records.
- **Reason for the Policy:** This policy serves to provide reasonable interpretations of the Federal Family Educational Rights and Privacy Act and to protect the student's right of privacy as guaranteed therein. The policy is designed to ensure that student educational records are available only to school officials who are permitted to review them in accordance with FERPA.

LCME Standard 11.5: *At a medical school, medical student educational records are confidential and available only to those members of the faculty and administration with a need to know, unless released by the student or as otherwise governed by laws concerning confidentiality.*

- **Policy Statement:** Student education records are confidential and available only to those school officials with a legitimate educational interest, unless released by the student or as otherwise governed by laws concerning confidentiality. In accordance with FERPA, a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities, including instructional, supervisory, advisory, administrative, academic, research, staff support or other duties.
- **Procedure**
School officials are allowed access to student's educational records only if there is determined to be a legitimate educational need to know, as outlined above. All requests for access should be directed to the COM Office of Student Affairs or the TAMU Registrar, depending on the information requested. For any COM-based records, the Executive Associate Dean of Student Affairs & Admissions, with consultation of others if needed, will determine if educational need to know exists.
- **Compliance:** No exceptions
- **Definitions:**
 - The Family Educational Rights and Privacy Act (FERPA) - a federal law that provides minimum standards for the management of student education records for universities receiving funds made available under

Authority: Office of Medical Education
Policy/Process POC: Student Affairs Dean
Effective Date: 9-13-19
Review/Revision Schedule: Every 2 years
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any federal program administered by the U.S. Commissioner of Education.

- **School Official** - a person or entity:
 - employed by the medical school or university in an administrative, supervisory, academic, research, or support staff position;
 - serving on a medical school or university governing body or duly authorized panel or committee;
 - employed by or under contract to the medical school to perform a special task, function, or service for the college.

- **Related Policies, Processes, and Guidelines:** TAMU Family Educational Rights and Privacy Act Policy (<https://catalog.tamu.edu/graduate/appendices/family-educational-rights-privacy/family-educational-rights-privacy.pdf>)

● **Revision History:**

Date of Change	Authority	Summary of Changes	Document Location
August 22, 2019	Office of Medical Education	Updated and converted to new format.	Shared drive:

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