Student Record Policy

Public Law 93-380.513, titled Family Education Rights and Privacy Act (1974) requires that all students receive notification of records maintained by the School of Medicine.

Type of Record	Location	Responsible Official
Financial Aid Application Forms	Office of Financial Aid Third Floor Watlington Hall	Financial Aid Officer
Student Health Records	Employee and Student Health Ground Floor Meads Hall	Medical Director Employee Health Services
PA Program Applications Student Records: transcripts, correspondence, directory information, student tests and course scores/evaluations	Department of PA Studies Administrative Offices Victoria Hall 111 North Chestnut Street	PA Studies Registrar
PA Academic Affairs Records (Restricted Access) Disciplinary actions; special testing accommodations; background checks; drug screens	Department of PA Studies Administrative Offices Victoria Hall 111 North Chestnut Street	PA Administration

After enrollment, student records are maintained in the Department of Physician Assistant Studies' administrative offices. Following a student's graduation or departure from the School of Medicine, portions of the records may be expunged and the remaining records are archived.

Students have the right to review and inspect their student records. Access by students to their records is provided upon written request, except for those documents to which the student may have opted to waive his/her right of access or those excluded in Public Law 93-380.513. Requests to amend the contents of records to ensure that they are not inaccurate, misleading or in violation of the law may be handled through the PA Studies Registrar or designate.

The following directory information concerning students is made available upon request unless the student indicates in writing that any or all of the items are not to be released: name, dates of attendance, degrees, and/or certificates received. Faculty members have access to information maintained on students in the aforementioned records with the exception of the Academic Affairs Records which are available on a need to know basis. Students' addresses and telephone numbers are published in publicly available directories only upon permission of the student.

Records unavailable to students are:

- Confidential letters of recommendation which were placed in student's educational record prior to January 1, 1975, if such letters or statements are not used for purposes other than those for which they are specifically intended;
- Confidential recommendations executed on or after January 1, 1975, for which the student may have chosen to waive his/her access rights;
- Records of institutional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute; and
- Law enforcement records which are unavailable to persons other than law enforcement officials of the same jurisdiction.

A copy of the University's policy concerning compliance with the Family Educational Rights and Privacy Act may be obtained in the Office of Student Affairs. Students may file with the U.S. Department of Education any concerns involving alleged failures to comply with the requirements of the law.

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