

**Student Educational Record Protocol**



University of Michigan Medical School  
Office of Medical Student Education

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<b>Table of Contents</b>	<b>Page(s)</b>
The University of Michigan Medical School Supplementary Policies on Student Records	1-7
Record Storage	8
Record Access	9
Request to View Docket	10



## I. The University of Michigan Medical School Supplementary Policies on Student Records

This document contains specific policies and procedures followed by the University of Michigan Medical School. It conforms to and supplements the University Policies on Student Records, the provisions of which govern all matters not specified in this document. Copies of the document entitled "Student Rights and Student Records" are available through the main campus Registrar's Office located at 5124 LS&A Building or on their website: <http://ro.umich.edu/ferpa/>.

### **Purpose of Student Records**

The Medical School maintains student records for the purpose of admissions, monitoring the progress of students through the curriculum, counseling students and assisting them in the completion of their academic progress, certifying attendance for licensing purposes and for formulating letters of evaluation for students as they apply for internships and residency positions. The Medical School also uses information from student records to conduct studies designed to improve instruction and services to the students.

### **Categories of Information Included in Student Records**

Four basic categories of information are included in student records:

- 1) *Admissions Materials* -- includes such items as applications for admission, test scores, transcripts, and other related correspondence;
- 2) *Official Medical School Academic Information* -- includes such items as a copy of the student's academic record, evaluative comments by Course Instructors, Academic Review Board action information and other correspondence;
- 3) *Financial Aid Materials* -- includes such items as application forms, financial information supplied by students and/or parents, correspondence; and
- 4) *Curriculum Information* -- includes a list of classes and officially authorized electives taken outside the institution.

## **I. The University of Michigan Medical School Supplementary Policies on Student Records** continued . . .

### **Retention of information**

Student records are maintained in the Medical School in perpetuity as these records may be used throughout the careers of the students for certification and licensing purposes, and in some cases for historical purposes.

### **Access to Student Records**

#### **• By Students**

Any medical student currently or formerly enrolled who wishes to examine his/her records should go to the Registrar's Office, C5124 Medical Science I Building for this purpose. All records are examined in the presence of a member of the Dean's staff. No materials are removed from the record before examination except the following exempt matter:

- Records maintained by a physician, psychiatrist, psychologist, or other recognized professional or para-professional, which are used only for treatment purposes (such records may, however, be reviewed by a physician or other appropriate professional of the student's choice);
- Financial information submitted by the student's parents (kept in the Financial Aid Office located in C5124 Medical Science Building I);
- Confidential letters and statements of recommendation which were placed in the files before January 1, 1975, and which were used only for the purpose(s) for which they were intended;
- Confidential recommendations concerning admission and any other materials for which the student has specifically and in writing waived his/her right to access; and
- Notes made by a faculty member or administrator which are in the sole possession of that person and are not shared with others.

Students may obtain copies of all materials in their file except:

- Exempt matter as noted above
- Transcripts as part of the Admissions materials

**I. The University of Michigan Medical School  
Supplementary Policies on Student Records** continued . . .

• **By Medical School Staff Members**

Deans and medical school counselors have access to students' records as required to perform their functions. Administrative and clerical staff in the Office of Medical Student Education shall have access to such student records as their particular responsibilities require. Other faculty and staff members shall not have access to students' records. Portions of students' records may be excerpted and interpreted for use by members of the Academic Review Boards where there is a legitimate educational interest.

• **By Other University of Michigan Staff Members**

Deans for the Office of Medical Student Education, or their designee, may provide information from the student records to other University staff members who demonstrate a need that is consistent with their official functions for the University and consistent with legal and professional practices.

• **By All Others**

For use other than public information, individuals external to the University shall be given personally identifiable information from the student records only upon receipt of specific written authorization of the student involved except:

- When disclosure is required by subpoena or by federal or state law;
- In connection with the student's application for, or receipt of, financial aid;
- In connection with studies conducted for the purpose of accreditation, development and validation of predictive tests, administration of student aid programs, or improvement of instruction; and
- When there is a health or safety emergency.

## **I. The University of Michigan Medical School Supplementary Policies on Student Records** continued . . .

### **Record of Access to Student Records**

The Medical School maintains a record of all persons or agencies external to the University who have requested information from student records. This record indicates what information was requested, the purpose for which it was requested, and whether or not the request was granted. The records shall be available for inspection by the student and it shall be retained as long as the unit retains a record of that student.

### **Hearing Procedure**

A student currently or previously enrolled in the Medical School may seek a hearing because: (a) he/she has been improperly denied access to non-exempt student records, (b) he/she wishes to challenge the content of such non-exempt student records and to obtain the correction or deletion of such material, or (c) all or part of his/her record has been released to third parties contrary to the provisions of these policies. The student's appeal shall employ the following procedure:

- The student shall file a written statement with the Office of Medical Student Education, including a description of the records at issue and an explanation of the specific alleged problem regarding such records.
- Within 10 days, the Office of Medical Student Education shall respond in writing to the student's statement.
- If dissatisfied with the resolution of the matter, the student may appeal to the Dean and the Executive Committee of the School. Such a request must be in writing and filed within 10 days after the date of the reply by the Office of Medical Student Education.
- Every attempt will be made to schedule the hearing of the student's appeal within 10 days of the receipt of the request, and the student shall be notified in advance of the date, time, and place of the hearing.

## I. The University of Michigan Medical School Supplementary Policies on Student Records Hearing Procedure continued . . .

- The student shall be afforded a full opportunity to present evidence relevant to the issues raised and may be assisted or represented by an individual of his/her choice (at the student's expense).
- The Executive Committee shall report its findings and decision to the student not more than 20 days after the hearing. The report shall summarize the evidence presented and the reasons for the decision.

Regardless of the final outcome, the student shall have the right to insert a written explanation concerning the matter at issue in his/her record. Such explanation shall be maintained as part of the student's records and shall be included with any authorized disclosure of that record.

**Note:** For additional information or questions regarding these policies, please contact:

University of Michigan Medical School  
Registrar's Office  
C5124 Medical Science Bldg. I  
1301 Catherine Street SPC 5611  
Ann Arbor, MI 48109

### Transcript and Academic File

#### • Transcript

The official University of Michigan Medical School transcript lists by line number, title, and credit units, all courses in which the student was enrolled. All course grades assigned by faculty are listed on the official transcript. Courses in which the student has received Advanced Placement are also recorded. Satisfactory completion of Steps 1 and 2 of the United States Medical Licensing Examination (USMLE) is recorded (Note: individual USMLE scores are not recorded on the official transcript). Transmittal of an official transcript will be done only after the student submits in writing a request for a transcript to the University Registrar's Office or submits a request via Wolverine Access.

- Sending Transcripts:  
To avoid any question of the validity of a transcript, the University will send the official transcript directly to the specific hospital or university for which the request was made. Official transcripts issued to student will be clearly marked as "Issued to Student."
- Academic Report:  
Unofficial transcripts are available via Wolverine Access.

## I. The University of Michigan Medical School Transcript and Academic File continued . . . Supplementary Policies on Student Records

- Certifying Transcripts From Other Schools:  
The Medical School cannot certify any transcript sent to us by a student or other agency. The student or agency must request a transcript using official channels. This procedure assures the authenticity of official transcripts sent by the University.

### • Student Record Contents

Upon matriculation at the University of Michigan Medical School, a student record (ie: academic file) is established for each student. Access to this file is restricted to specific medical school administrative staff, the student and the student's Faculty Career Advisor (if student grants permission in writing). This file will contain the following:

- Admissions Section:  
AMCAS application forms and undergraduate transcripts;
- Administrative Correspondence Section:  
All correspondence related to curriculum, letters of recommendation written on behalf of the student, letters from the student, summer session materials, letters of advanced placement, and letters from the Basic Science and Clinical Academic Review Boards;
- Awards Section:  
Letters of nominations and award notification
- Grades and Narrative Evaluation Section:  
Narrative evaluations of the student's performance in the clinical clerkships (third and fourth years);

**Note:** Access to a student's file does not include a right to duplicate all parts of the file.

## **I. The University of Michigan Medical School Transcript and Academic File continued . . . Supplementary Policies on Student Records**

### **Uses of the Transcript and Academic File**

Medical School staff will have access to student records as required to perform their functions. In addition, transcripts and academic files are available to:

- The Basic Science and Clinical Academic Review Boards whenever they are reviewing a student's performance;
- The Associate Dean's staff for preparation of the MSPE; and
- The student's Faculty Career Advisor with written permission by the student (advisors must review the student files in the Registrar's Office, C5124 Medical Science Bldg. I).

### **Procedures for Correcting Inaccurate or Misleading Information**

Students wishing to inspect and review their academic file should make a formal request in writing to the Registrar's Office. Files will be available to students for review within five (5) working days after a request is submitted.

If there is any information which the student feels is inaccurate or misleading, he/she should contact the person who provided the information. Written documentation (supported by any necessary legal paperwork if needed) of the change should be returned to the Registrar's Office.

## II. Record Storage

### Dockets

- Currently Registered Students and Students on Leave of Absence

Records are maintained in alphabetical order on the secure, limited access Xythos web server.

- Withdrawn, Transferred, Dismissed and Deceased Students

Records are maintained in alphabetical order on the MSA secure, limited access server/Student Affairs/Archived Student Records folder.

- Graduated Students (1997 – 2007)

Records are maintained in alphabetical order on the MSA secure, limited access server/Student Affairs/Archived Student Records folder.

### Evaluation/Grade Sheets

- Final Performance Evaluations for Clinical Students

Final performance evaluations are maintained in the Student Records “Grade Sheets” folder on the secure, limited access Xythos server and in the Student Information System.

### Health Files

These files are maintained in alphabetical order in fire-proof filing cabinets in room C5117 MSI until the student has graduated or left the medical school, at which time the records are purged.

### III. Student Record Access

Access to view student records is limited to OMSE Deans and specific staff. A request to view a docket by faculty or staff without access is approved/disapproved by an authorized staff member of the Registrar's Office. If approved, the docket is either viewed on-line in the Registrar's Office or specific requested portions of the docket are printed and provided to the requestor.

The same procedure is followed for requesting health file folders. Health file folders must be specifically requested.

A student request to view a docket is processed by an authorized staff member of the Registrar's Office in the following manner:

- The student fills out a "Request to View Docket" form which can be obtained at the reception desk in the OMSE (C5124 Med. Sci. I). An appointment is scheduled for viewing and a five day (5) waiting period may be required before the docket is accessible for viewing;
- The docket must be viewed in the Records Room and in the presence of the Records Room staff;
- The student may request a photocopy of anything in the docket EXCEPT transcripts;
- All questions from the student in reference to the docket content are directed to a Dean; and
- The completed "REQUEST TO VIEW DOCKET" (Addendum E) forms are maintained in a records room filing cabinet for three years.

## Request To View Docket (E)

**Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_  
Please Print

**Student Signature:** \_\_\_\_\_

**Staff Authorization:** \_\_\_\_\_