



Office of the Dean
School of Medicine

Policy Title: Policy on Access to Student Records

Last Review/Revision/Approval: August 2024

Review Cycle: 4 years

**Body Responsible for
Review/Revision/Initial Approval:** Office of Student Affairs

Responsible Dean: Associate Dean for Student Affairs and Records

**Relevant LCME Element:
(if applicable)** 11.5, 11.6

Policy Statement /Purpose:

This policy applies to student records kept in the LSU NO SOM Student Affairs Office. Additional procedures for records overseen by the registrar are found here:
<https://www.lsuhs.edu/registrar/ferpa.aspx>

Policy Guidelines:

- I. Student records are defined in the LSUHSC Records Retention and Disposition Policy:
<https://www.lsuhs.edu/administration/ocp/docs/LSUHSC%20Record%20Retention%20Policy%202020-01-07.pdf>
- II. The following further define procedures that apply to student records held and/or overseen by the Office of Student Affairs.
 1. These records include hard copies kept for each student over the duration of their enrollment. Files are stored in a secured locked file closet. Based on professional responsibilities in the Office of Student Affairs, access to the closet is granted by permission from the Associate Dean or the Director of Student Affairs.
 2. Following graduation, dismissal, or withdrawal, records are then digitized and saved to a secure hard drive. Based on professional responsibilities in the Office of Student Affairs, access to the drive is granted by permission from the Associate Dean or the Director of Student Affairs.

3. After being digitized, the paper records are kept in a locked closet for five years and then shredded according to the rules of the LSUHSC Record Retention Policy (see above).
 4. Digitized records are kept indefinitely.
- III. Student Access
1. Students may access grades and educational materials through the electronic learning management software (e.g., used in class for grading, assessment, and content delivery). Record security is enabled by student use of LSUHSC eid and password protection.
 2. Students may request access to hard copy records in the Office of Student Affairs by contacting the staff or administration of the office. Personnel will provide the record to the student in a secure location. Records must remain in the Office of Student Affairs.
- IV. Student Challenge of Records
1. Challenges to grades and evaluations will follow the procedures written in the Guidelines for the Evaluation and Promotion of Medical Students at the LSU School of Medicine New Orleans.
 2. Students are allowed to view their MSPE before it is finalized and submitted. A student who wishes to challenge the content of the MSPE will discuss it directly with the Associate Dean of Student Affairs and Records.
- V. Faculty access to student records
1. Faculty who direct courses are allowed to access student records for the courses they oversee.
 2. Administrators, faculty, and staff of the Offices of Student Affairs and Undergraduate Medical Education, as part of their professional responsibilities, are granted access to all course records and grades.
 3. Any other access to student records held by the Office of Student Affairs requires written consent of the student.
 4. Students may provide or disclose their personal information directly to faculty or individuals.