

**YALE UNIVERSITY
SCHOOL OF MEDICINE POLICY**

CONFIDENTIALITY OF MEDICAL STUDENT EDUCATIONAL RECORDS

Background

All students enrolled at Yale University are protected by the Family Educational Rights and Privacy Act (FERPA), which is commonly known as "the Buckley amendment". Students' rights include, but are not limited to, the right to inspect and review their education records, under certain conditions, and the right to consent to disclosure of personally identifiable information contained in education records, except to the extent that FERPA authorizes disclosure without consent.

Policy

1. Medical student educational records are confidential and available only to those members of the medical school faculty and administration with a need to know, unless released by the student or as otherwise governed by laws concerning confidentiality.
2. Some medical school officials, based on a legitimate educational interest, have access to the educational record without student consent. These include the following:
 - Associate Dean for Student Affairs
 - Associate Dean for Curriculum
 - Academic Advisors
 - Director of MD/PhD Program
 - Director of Remediation
 - Director of Student Affairs and Senior Registrar
 - Registrar of the medical school
 - Members of the Progress Committee
 - Director of Student Programs
 - Senior Administrative Assistant involved in preparation of the MSPE
 - Senior Administrative Assistant asked to verify students' credentials
3. Other individuals, such as a faculty member who wants to see student evaluations in order to write a letter of recommendation, are granted access to the record only with the students written permission.

Procedure

1. The faculty member or other individual requesting to see the record must contact the student directly to request access to the student's record.
2. To grant access, the student must complete the FERPA release form available in the Office of Student Affairs and submit it to the registrar.
3. The registrar will then notify the person making the request that access has been approved by the student and will release the record accordingly.