

POLICY: Confidentiality of Medical Student Educational Records

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE DIVISION/ DEPARTMENT/COMMITTEE
April 25, 2025	April 25, 2025	Curriculum Committee Office of Student Affairs

POLICY STATEMENT

Medical student educational records are confidential. Access to student records, or the personally identifiable information contained therein, is granted in accordance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) and Florida International University Regulation FIU-108.

Authorizing Access to Student Records

A student may authorize their parent, legal guardian, or other third party partial or full access to the student's financial or educational records by submitting a completed FERPA Form to the HWCOM Registrar.

A student requesting the release to others of personally identifiable information contained in the student's education records must provide the HWCOM Registrar with a signed, written request specifying the information to be released, the purposes for such release, and the person or organization to whom such information should be released.

Faculty and Staff Access to Student Records

School officials with legitimate educational interest may be granted access to official student education records, which are maintained in PantherSoft and Perceptive Content. PantherSoft and Perceptive Content are access-controlled to ensure that student educational records remain accessible only to authorized HWCOM personnel with a need to know. Only faculty and staff who have completed FERPA training may be granted access to these systems, as needed, for their specific role at HWCOM.

SCOPE

This policy applies to all medical students, faculty, and staff.

REASON FOR POLICY

This policy ensures that access to student educational records is granted in accordance with FERPA and FIU regulations.

This policy relates to LCME Standard 11.5, which states that “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.”

DEFINITIONS

TERM	DEFINITIONS
Directory information	Information available about a student that is not considered harmful or an invasion of privacy if disclosed. Directory information is not treated as confidential and may be disclosed by the university without a student’s consent.

RESPONSIBLE PARTIES

Associate Dean for Student Affairs
HWCOM Registrar

RELATED RESOURCES

[FIU-108 Access to Student Education Records](#)
Procedure, Confidentiality of Medical Student Educational Records

CONTACTS

Questions about this policy should be directed towards the HWCOM Registrar, Office of Student Affairs.

POLICY HISTORY

List initial effective date, revision dates, and/or review date.

Initial Effective Date: April 25, 2025

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): April 25, 2025

**PROCEDURE: Confidentiality of Medical Student Educational
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PROCEDURE STATEMENT

Faculty and Staff Access to Student Records

To request access to student records, faculty and staff must submit a written request to the HWCOM Registrar specifying the information needed and the purpose for obtaining the information. The HWCOM Registrar, who serves under the aegis of the Associate Dean for Student Affairs, reviews such requests to determine whether the requestor has a legitimate educational interest in the records. The HWCOM Registrar maintains the authority to accept or deny requests in accordance with FERPA and FIU-108, and to redact personally identifiable information not relevant to the legitimate educational interest.

Requests to Withhold Directory Information

A list of the items that have been designated as directory information at FIU is available on the FIU FERPA website. A student may restrict the release of directory information via their MyFIU student portal by following the steps outlined on the FIU FERPA website.