

**Title:** Faculty and Staff Access to Student Records

**Purpose:**

Herbert Wertheim College of Medicine maintains files for all active and inactive students. The Office of Grades and Records takes appropriate steps to protect the privacy of all information contained in each file and has been designated the official records custodian.

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**POLICY**

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I. Policy Statement

Faculty and staff access to student records is granted in accordance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). School officials with legitimate educational interest may be granted access to official student education records, which are maintained in ImageNow. Access to ImageNow is managed by the HWCOR Registrar, who is responsible for ensuring the security of student records.

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**PROCEDURE**

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I. Procedure

To request access to student records, faculty and staff must submit the HWCOR Student Record Request form to the HWCOR Registrar. The HWCOR Registrar, who serves under the aegis of the Executive Associate Dean for Student Affairs, maintains the authority to accept or deny requests in accordance with FERPA, and to redact personally identifiable information not relevant to the legitimate educational interest.