

Policy Number	UME.AC.101
Policy Title	Medical Student Academic Records Confidentiality Policy
Effective Date	12/10/2019
Last Revision Date (if any)	09/16/2025
Scope	All (Faculty, Students, Staff)
LCME Element(s) (if any)	11.5; 11.6

Medical Student Academic Records Confidentiality Policy

I. PURPOSE

This policy outlines the rare circumstance in which information from a student's academic records may be provided confidentially to future course (including clinical and non-clinical courses) directors for the benefit of the student, in the interest of the student's academic success, and for identification of additional resources for the student.

II. SCOPE

All (Faculty, Students, Staff)

III. POLICY

Federal law, the Family Educational Rights and Privacy Act ([FERPA](#)), protects the confidentiality of student "education records," defined as: "those records, files, documents, and other materials which: (i) contain information directly related to a student; and (ii) are maintained by an educational agency or institution or by a person acting for such agency or institution."

Because a student's academic information and a student's portfolio of work qualifies as "education records," information on student performance cannot be freely discussed with family members or among faculty and staff. Such information can be shared with school officials with legitimate education interest as per the University of Pennsylvania's [Policy on Confidentiality of Student Records](#).

The Office of the Registrar is the official keeper of all students' academic files. Students have the right and are welcome to review the contents of their own academic file under administrative supervision. Medical school admission materials are maintained but are not considered part of the academic file. Consistent with FERPA and the aforementioned University policy, students may seek correction of information in their academic file believed to be inaccurate or misleading. Requests to review one's academic file or to seek correction of information in one's file should be directed to the [Associate Dean for Student Affairs and Wellness](#).

IV. PROCESS/PROCEDURE

Process by which academic information may be shared: Information that is helpful to student progression through a course may be shared among the faculty of that course.

The Associate Dean(s) for Curriculum, the Associate Dean for Student Affairs and Wellness, and/or the Associate Dean for Student Success and Professional Development will determine if the

sharing of student academic information in other instances is of educational benefit to the student or furthers a legitimate educational interest, in keeping with the University's policy.

Information about student performance in one course may be shared with the Course Directors of other courses only if determined necessary by the Student Standards Committee and/or after discussion among the Associate Deans, and consensus that doing so is necessary to support a student's academic progression. Information will flow from the Associate Dean for Student Affairs and Wellness or the Associate Dean for Student Success and Professional Development to Course Directors, not directly between Course Directors without facilitation. If there are personal factors related to academic difficulties (e.g., life event), this information ordinarily will not be forwarded except when requested by the student.

Protection of evaluation process: Shared academic information should not affect the assessment of a student's performance in the new course and should not be referenced in the evaluation of the student's performance in the new course. A Course Director receiving such information must recuse themselves from any involvement in the evaluation or grading of the student. Further, any sharing of academic information will not be mentioned or reflected in a student's Medical Student Performance Evaluation (MSPE) letter.

V. POLICY AUTHOR(S)

Members of the 2019 Policy Writing Committee

Revised by the Office of the Vice Dean for Undergraduate Medical Education

VI. REFERENCES

Family Educational Rights and Privacy Act ([FERPA](#))

University of Pennsylvania's [Policy on Confidentiality of Student Records](#)

VII. GOVERNING BODY

Undergraduate Medical Education Committee

VIII. POLICY HISTORY

Date	Change
09/27/2019	Created
12/10/2019	Approved
08/10/2021	Revised
09/16/2025	Revised