

SKMC Policy on Faculty Access to Student Records

In accordance with the University FERPA policy, university officials with legitimate educational interests may, per FERPA, review Student Records without specific student consent.

University officials may be granted access to medical college systems by request of their supervisor and permission of managing office. Requests for access shall be submitted on the system access form.

University officials without direct access to student records may submit a written request to the SKMC Senior Associate Registrar specifying the student, record, and reason for the access. If approved, the managing office will provide the student record information with 2-3 business days of the requests approval. Requests without a legitimate educational interests will be denied.

See University FERPA policy:

<https://www.jefferson.edu/registrar/policies/ferpa-student-record-access-and-confidentiality.html>