



**The Medical College of Georgia  
Academic Affairs Office**

**Access to Student Records Policy**

Student academic records are confidential documents. This policy outlines those who have a right to access the records and the procedures required to do so. MCG provides limitations on access to student records in compliance with FERPA. The following situations are those specified by FERPA that permit access to records without consent of the individual student.

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

The following individuals may access student records at any time in the conduct of their administrative duties in the Medical College of Georgia:

- Assistant and Associate Deans for Student Affairs and Curriculum
- Senior Associate Dean for Evaluation, CQI, and Accreditation
- Administrative Staff of the Office of Academic Affairs, MCG
- Dean and Vice Dean, MCG

The following individuals may have limited access to necessary student records in the conduction of their administrative duties in the Medical College of Georgia:

- Campus deans (Campus Dean, Athens; Campus Associate Deans for the clinical campuses)
- Academic Advisors
- Promotions Committee
- Scholarship Committee
- Financial Aid Office
- Dean for Admissions



## The Medical College of Georgia Academic Affairs Office

Other members of the MCG faculty or administration may request permission within FERPA guidelines to review records by submitting a letter (or completing a designated form) to the Senior Associate Dean for Evaluation, CQI, and Accreditation stating the reason for the request and the records requested. The Senior Associate Dean will make a recommendation to the Vice Dean who will make a decision regarding the request.

Other individuals may access student records only with written consent and FERPA release of the student. Only those documents specifically indicated by the student will be released.

**Definitions:** Student records: student records are defined as the content of the student's formal academic file including admissions information, official correspondence, consent forms, grades, evaluations, records of the Promotions committee, MSPE, residency match results, and any electronic files, databases, or applications containing these documents or information.