

UMMSD Policy on Student Records

The Buckley Amendment is a short name for a federal law known as “The Family Educational Rights and Privacy Act” or FERPA. It became law on November 19, 1974. It gives all parents of students under 18 years of age, and all students over 18 or who attend post secondary schools, the right to see, correct and control access to student records. Schools are required to establish written procedures to carry out these rights.

Therefore the following information is provided.

1. What records are maintained on students?

- A. The Admission File. This contains your application, supplemental application form, interview impressions, MCAT scores and recommendations pertinent to your admission to UMMSD. This file is kept in the Office of Student Affairs.
- B. UMMSD Academic File. This contains your updated copy of your transcript of academic progress to date, evaluation on clinical courses and your preceptorship activities, copies of letters written and actions taken by the Scholastic Standing Committee. This file is kept in the Office of Student Affairs.
- C. Alumni Directory Files. Information about your current address, career choice, residency type and location, where and what type of practice you’ve established, any personal data (marital status, spouse’s name, children, etc.) you may wish to provide. This file is kept in the Alumni Directors Office.
- D. Official Transcript. This information is kept in the Registrar’s Office at UMD.
- E. Financial Aid File. Contains application forms, financial statements and award information pertinent to your request for financial aid from UMD. This file is kept in the Financial Aid Office at UMD.

2. Do I have a right to see these files?

Yes. The only exceptions are the financial records of your parents which may be kept in the Financial Aid File and letters of recommendation in your admissions file for which you have waived your right to see and interview impressions.

3. What is the process for obtaining access to my file(s)?

Prepare a written, dated request for each particular file you wish to see and direct it to the attention of the director (or dean) of whichever office holds this record. Your request will be filed in the file and will be honored.

4. Must the school show me the record right away?

No. Under the Buckley Amendment the school has 45 days to grant your request although we will expedite your request as rapidly as possible.

5. May I make a copy of my file?

Only when records are to be transferred to another school or when information is requested by you for a third party.

6. Who may see my files without my permission?

- A. School officials within the Medical School with a legitimate educational interest (i.e., members of the Scholastic Standing Committee, Faculty Advisors, and the Admissions Committee) [Exception – the Financial Aid File].
- B. School official in schools or programs to which you have applied for transfer or acceptance.
- C. Various state and national education agencies when enforcing federal laws.
- D. Accreditation and research organizations helping the school.
- E. Student financial aid officers.
- F. Those with court orders.

All other persons or agencies may not see your files without your written consent.

- 7. If the information in the file is misleading or false, can it be corrected or removed?

Consult with the Dean of Student Affairs and if it is a simple verifiable mistake it can be adjusted immediately.

If a difference of opinion exists, or you feel your academic progress has been unfairly evaluated, you have the right to insert into the file a counter or explanatory statement of your own which will remain with the file.

If you wish to contest further, you may take up the matter with the University of Minnesota Medical School Duluth Campus Grievance Committee.