

# UNIVERSITY OF TENNESSEE

## COLLEGE OF MEDICINE

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### Student Records Policy

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*Approved by: Committee on Undergraduate Medical Education (CUME)  
College of Medicine Catalog 2012-13*

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#### **POLICY STATEMENT:**

##### **Student Records**

A student's official or permanent record pertains to academic progress, promotion and graduation, and is maintained in the Office of the Registrar. Academic, health, and disciplinary records are kept separately. Confidential records of all misconduct reports, investigations, and disciplinary actions are kept in the University of Tennessee Health Science Center Office of Student Affairs. Medical records are maintained by the University Health Service, and financial aid records are maintained in The Office of Financial Aid. Transcripts of academic records are available to the individual student or his/her legal representative and to authorized members of the administration and faculty. Academic and health records are not available to others except by student request.

The University of Tennessee Health Science Center is in compliance with all provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, which provides enrolled students and former students the right to review the contents of certain student records that are maintained by the University. Students have the right of access to their permanent record maintained in the Registrar's Office. Students do not have the right to access financial records of parents, or the personal memory notes of a University official or faculty member. Students do have the right of access to their academic records in the College's Student Affairs Office. Students have access to individual transcripts online via the Student Information System (SIS).