



Policy Title:	Student Recordkeeping
Functional Area:	Administrative
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Status:	Final
Effective:	November 2017
Approved by:	SOM Leadership Council
Policy Contact:	Office of Student Affairs, Office of Medical Education
Responsible Office:	Office of Student Affairs, Office of Medical Education
Last Reviewed/Updated:	February 2024

Purpose: The purpose of this policy is to describe UIWSOM's requirement for secure and confidential student recordkeeping.

Policy Statement

1) Description

University of the Incarnate Word School of Osteopathic Medicine (UIWSOM) utilizes several databases and systems to record student information and secure documentation. The mechanism may vary by department, with limited and only appropriate access granted. All members of the UIWSOM community are responsible for maintaining student privacy and ensuring records are maintained according to Family Educational Rights and Privacy Act of 1974 (FERPA) regulations. The UIW FERPA policy can be found at <https://my.uiw.edu/registrar/ferpa.html>.

UIWSOM faculty, staff, and administrators are required to complete FERPA training during employee orientation and to stay current on all policies and procedures concerning maintaining the confidentiality of student records and FERPA. Training is conducted through Vectors Solutions. <https://uiw-tx.safecolleges.com/training/home>

The University of the Incarnate Word maintains educational records for all current and former students who are officially enrolled. Student records at the university are subject to the provisions of the Family Educational Rights and Privacy Act of 1974, as amended. Students have the right to file a complaint with the U.S. Department of Education concerning compliance issues. The name and address of the appropriate office is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

2) Primary goal(s)

To store student records and information in a secure method that ensures student privacy and secures access according to FERPA policies.

3) Participants

- a) UIWSOM faculty, staff, and administrators (access granted to appropriate database and systems based on scope of responsibilities)
- b) UIW Office of the Registrar

4) Resources

- a) Canvas – Learning Management System (LMS) used in MBS program
- b) AMP application portal – Web-based system used to manage applications, admission interviews, and admissions committee processes
- c) Banner – UIW integrated student information system which includes admissions, financial aid, records, student accounts, etc.
- d) Elentra – Comprehensive learning management system designed for health science programs
- e) SharePoint – Cloud-based service housing student information related to student affairs
- f) Smartsheet – Work execution platform
- g) File Maker – Cross-platform related database
- h) Vector Solutions – Web-based staff training module system