



**University of Pikeville**  
**Kentucky College of Osteopathic Medicine**  
**Office of the Dean**

## Secure Student Recordkeeping

**Policy Contact:** Dean, Kentucky College of Osteopathic Medicine  
**Policy Category:** Administration  
**Policy Number:** 9.4  
**Review:** Annually

---

### Purpose

Kentucky College of Osteopathic Medicine (KYCOM) provides policies and procedures to ensure an accurate, confidential, and secure system for official student record keeping that includes admissions, advisement, academic and career counseling, evaluation, grading, credits, and the training of faculty and staff in the regulations regarding these records, Family Educational Rights and Privacy Act (FERPA).

---

### Policy Statement

Student records are collected, managed, and stored in both paper and electronic forms. Paper records are securely and safely stored within a mechanical file storage system that is located in a dedicated room, secured with an electronic locking system. The Records Room can only be accessed by staff with identification cards electronically coded for the room. The Records Room is fireproof with a two-hour fire rating, fire stopped penetrations, and appropriate fire dampers in the ventilation system. The entry door also carries a two-hour fire rating and appropriate hardware is in place to automatically close and seal the opening.

In addition, KYCOM student record information concerning admissions, grades, financial aid, and transcripts are maintained and stored within the University's Ellucian data management system. The University's Office of Information Technology maintains this system, which is backed up nightly, to protect the electronic student records, it contains.

The office of Academic Affairs produces all block examinations and stores the data for OMS I and II student performance. The class's performance per examination is distributed from Academic Affairs to faculty at the time of post-block examination grade meetings. Additionally, the Academic Progress Coordinator maintains academic records and board scores of each KYCOM student throughout their four (4) years at KYCOM. The office of Academic Affairs also reports and distributes student Strength and Improvement Opportunity Reports to each student after each block examination.

*General Disclaimer:*

*The information available is not to be treated as a contract, but rather a unilateral statement of policy. The university reserves the right to revoke, modify or suspend any of its policies and procedures at any time without notice.*



**University of Pikeville**  
**Kentucky College of Osteopathic Medicine**  
**Office of the Dean**

Permanent education records maintained by KYCOM are the responsibility of the Registrar. Academic and financial aid records or information from such records will only be used by University personnel who have a legitimate necessity to the discharge of their official duties.

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), students are permitted to review their educational records with a written request to the Registrar. Information and [release forms](#) regarding the information of individual privacy and confidentiality of records are located in the Office of the Registrar and in the University's [FERPA Policy](#). Additionally, students may restrict disclosure of directory information by providing a request in writing to the Registrar. The FERPA restriction will remain in effect until a request in writing to remove it is received.

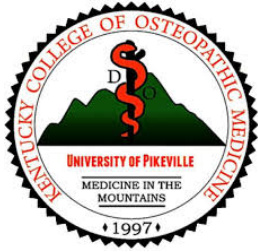
Directory information includes name, primary address, telephone number, email address, dates of attendance, class year, enrollment status, previous institution(s), program(s) of study. All employees of KYCOM are required to be familiar with the University's [FERPA Policy](#) and must attend FERPA training provided by the Registrar upon hire.

The following table further outlines the type of student record or file, the office responsible for maintenance of the record or file, and the duration a record or file will be retained by the university.

Type of Record or File	University Repository
Academic Transcripts, diplomas, grading, and credits	Registrar
Admissions Records	Admissions Office
Academic Calendar	Registrar
Academic and Career Counseling	Student Affairs
Advisement	Student Affairs

**General Disclaimer:**

*The information available is not to be treated as a contract, but rather a unilateral statement of policy. The university reserves the right to revoke, modify or suspend any of its policies and procedures at any time without notice.*



**University of Pikeville  
Kentucky College of Osteopathic Medicine  
Office of the Dean**


Evaluations of students by preceptors	Clinical Affairs
Student evaluations of courses	Office of Institutional Research and Effectiveness
Various academic records including, but not limited to block examinations, Strength and Improvement Opportunity reports, and board scores.	Office Academic Affairs

**Applicable Legislation and Regulations**

Family Educational Rights and Privacy Act of 1974 (FERPA)

**Related References, Policies, Procedures, Forms and Appendices**

[FERPA Policy](#)

  
\_\_\_\_\_  
Dean

November 22, 2021

\_\_\_\_\_  
Last Approved Date

*General Disclaimer:*

*The information available is not to be treated as a contract, but rather a unilateral statement of policy. The university reserves the right to revoke, modify or suspend any of its policies and procedures at any time without notice.*