

# Access to Records

## **Access by Faculty and Staff**

Deans, administrative staff in the Undergraduate Medical Education Office, Academy Directors, Preclerkship and Clerkship Directors, and Course Directors shall have access to student academic records, relevant to the performance of their duties.

## **Access by Students**

Any student wishing to see his/her academic record as defined above, with the exception of that portion of the record which deals with his/her application for admission to the Faculty of Medicine, may do so by arranging an appointment with the Associate Dean of the Office of Health Professions Student Affairs, at a mutually convenient time.

Students will be notified when a letter containing negative or critical comments about them is received in the Undergraduate Medical Education Office and they will be asked to discuss this letter with the Associate Dean. A copy of the letter will also be forwarded to the appropriate Academy Director.

No letters regarding a student, marked "personal and confidential" or otherwise indicating that it cannot be seen by a student will be accepted; rather, such letters will be returned to the sender.

A student has the right to challenge the accuracy of those materials to which he/she has access in his/her academic records and to supplement same with comments as long as the sources of such comments are identified and the official student academic record remains truly within the custody of the Faculty of Medicine. (Reference to such comments will not necessarily appear on official academic reports such as the transcript or the grade report.)

## **Access by Others**

By registration, a student gives implicit consent for the following information to be made freely available to all enquiries:

1. the academic division(s) and the session(s) in which a student is or has been registered;
2. degree(s) received and date(s) of convocation.

Recognized campus organizations in the University of Toronto shall have access to the above information, as well as to the residence address and telephone number of students named by that organization for the legitimate internal use of that organization. The Students' Administrative Council, Graduate Students' Union, Association for Part-time Undergraduate Students, and The Newspaper shall be entitled to publish and distribute within the University community a University-wide directory of students (including undergraduate, graduate, full-time and part-time), giving the sessional address and telephone number of students as long as there is a realistic provision for students to decline to consent to the disclosure of that information.

The Department of Alumni Affairs shall have access to appropriate personal information on students for the purpose of maintaining contact with students after they graduate.

Any other information contained in the academic record of a student may be released to other persons and agencies only with the student's prior expressed written consent, or on the presentation of a court order, or in accordance with the requirements of professional licensing or certification bodies, or the Ministry of Colleges and Universities for an annual enrolment audit, or otherwise under compulsion of law.

General statistical material drawn from academic records not disclosing the identities of students may be released for research and information purposes by the Faculty of Medicine.

Fifty (50) years after a student has ceased to be registered, all records which have been retained by the Faculty of Medicine become the responsibility of the University Archivist and become open to researchers authorized by the University of Toronto.)

### **Refusal of Access**

The Faculty reserves the right to withhold access to the statements of results and transcripts of students who have outstanding debts, or obligations in accordance with the Policy on Academic Sanctions for Students Who have Outstanding University Obligations. The Faculty may also choose not to release the official diploma to such students nor to provide written certifications of degree on their behalf.