



Orlando College of Osteopathic Medicine

Policy Order Number: D045
Effective Date: August 3, 2022
Revised Date: May 27, 2025
DEAN APPROVED: May 27, 2025

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Dean & Chief Academic Officer

Policy Title: Student Recordkeeping Policy

In alignment with Board Policy B005 Confidentiality of Employment, Student, and Medical Records, it is the policy of OCOM to keep accurate, confidential official student records that include the following: admissions, advisement, academic and career counseling, evaluation, grading, credits, and the training of faculty and staff in the regulations surrounding these records..

OCOM accomplishes this by the following:

1. All student records, including, but not limited to the following, shall only be stored in OCOM's secure Student Information System (SIS): admissions, advisement, academic and career counseling, evaluation, grading, and credits. Please note that AACOMAS Liaison is the admissions product of AACOM and may also store admissions-related information for OCOM.
2. OCOM employees (including all faculty and staff) are prohibited from storing information related to students locally.
3. All OCOM employees are required to take annual Family Educational Rights and Privacy Act (FERPA) training (see [OCOM's FERPA Policy D046](#)) as well as annual Health Insurance Portability and Accountability Act of 1996 (HIPAA) training.
4. No information shall ever be transmitted, in any way, to anyone else other than the student, without expressed written consent or permission by the student, unless legally required through court orders or otherwise permitted by Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g; 34 CFR part 99).



5. Students shall access their records through OCOM's secure Student Information System (SIS).

This policy shall be posted at ocom.org/policies.