



## **ACADEMIC AND CAREER GUIDANCE RECORDS**

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### **POLICY AND PROCEDURES**

Written documentation of all official encounters between students and Academic and Career Advising personnel are placed in the notes section of the Electronic Student Academic Folder (ESAF). Records are maintained electronically under the purview of the MSU Office of the Registrar utilizing a password-protected system. Records are not strictly confidential as they can be viewed by MSU personnel who are authorized to use the system. In MSUCOM, this includes the senior Associate Dean of Medical Education, Senior Associate Dean of Admissions and Student Affairs, Assistant Dean of Clerkship, COM Registrar, and the Academic and Career Advising team. Under FERPA, students maintain the right to review all notes stored in ESAF.