

MEDICAL STUDENT POLICY

Title: Reviewing and Challenging Academic Records Policy and Procedure	
Relevant LCME Element(s): 9.9 Student Advancement and Appeal Process 11.6 Student Access to Educational Records	Last approved: 3/1/2023

I. **PURPOSE**

Disclose policy and procedure for students to review and challenge academic records.

II. **PERSONS AFFECTED:**

Medical students, educational deans

III. **POLICY AND PROCEDURE STATEMENT**

Feinberg students have the right to review and contest any information in their academic records.

Reviewing academic records

Students have access to the entire written record. Students interested in viewing their file have the ability to do so within 1 business day. Students must make an appointment to view their file with the Registrar. The Registrar (or an appointed staff member) will escort the student to a private room where the student may view their electronic file. Staff will display the student's electronic file and will remain present until the student's review is complete.

Challenging academic records

To contest a Phase 1 block grade, students should contact the Associate Dean for Curriculum. To contest a clerkship or elective grade, students should contact the clerkship/elective director within 30 days after receiving the grade.

Clerkship students with questions about scores or points awarded should talk to the clerkship director. Students with questions about narrative feedback from a faculty member may reach out to that individual faculty (but not to contest a grade or score). They may also discuss the issue with the clerkship director or educational dean.

To contest content in the MSPE, students should contact the Associate Dean for Student Affairs or the Senior Associate Dean for Medical Education. To contest the results of a portfolio review, or feedback from an anonymous reviewer (e.g., peer), students should contact the Director of Assessment.

In the event that a student feels dissatisfied with the proposed resolution, all students have the right to pursue unresolved grading or assessment disputes with the Student Promotions Committee.

IV. **REVISION HISTORY**

2/17/2021: Language revised to clarify process to challenge grades and individual faculty scores.

6/15/2020: Language revised to clarify process to review academic records.

V. **APPROVING BODY:**

Curriculum Committee