
POLICY NAME: Review of Academic Records

Responsible Party: Office of Student Affairs

Applies To CMED: Faculty Students Residents Staff Administration

Approval Date: 7/26/2016 Curriculum Committee

Policy Procedure

POLICY:

Medical students are allowed to review and challenge their personal academic record.

DEFINITIONS:

Academic Record: the student file includes, but is not limited to, the student picture, admissions information, enrollment documents, grades and evaluations, promotion or discipline information.

PROCEDURES:

1. CMED adheres to a policy of compliance with the Family Educational Rights and Privacy Act (FERPA). FERPA permits students to inspect their education records, limits disclosure to others of personally-identifiable information from education records without students' prior written consent, and provides students the opportunity to seek correction of their education records where appropriate.
2. The CMED Assistant Registrar maintains and stores the student academic records at the Mt. Pleasant campus.
3. Requests for access to the personal academic record should be made in writing to the CMED Assistant Registrar. CMED will comply with access at most within 10 days. Upon request, a CMED staff member will provide an explanation of the contents of the academic record.
4. A student who believes that information contained in his or her academic records is incorrect, misleading, or a violation of privacy or other rights may

submit a written request to the CMED Assistant Registrar specifying the document(s) being challenged and the basis for the complaint.

Conduct of the Hearing:

A student may request a hearing should a challenge be refused. A CMU official who does not have a direct interest in the outcome will conduct the hearing, and the student may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.

Decision:

Within a reasonable period of time after the conclusion of the hearing, the CMU official will notify the student in writing of its decision to amend or not amend the record.

Explanation in Record:

In the case of the a decision to not amend the record, the student will be offered the opportunity to place in the record a statement commenting on the information and/or explaining any reasons for disagreeing with the decision. Any such explanation will be kept as part of the student's record as long as the contested portion of the record is kept and will be disclosed whenever the contested portion of the record is disclosed.

The College of Medicine and CMU Partners reserve the right to make exceptions, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.

History	
2/17/2016	Initial approval by Curriculum Committee
7/26/2016	Reviewed and approved by Curriculum Committee