



**Title/Subject:** Student Rights to Review and Challenge Educational Records

**Applies to:**  faculty  students  staff  Other - Click or tap here to enter text.

Policy  System  Process/Procedure  Guideline/Standard  Position Description

---

- **Introduction**

- **Reason for the Policy/Process:** All students enrolled at Texas A&M College of Medicine are protected by the Family Educational Rights and Privacy Act (FERPA) and by Texas A&M University's [FERPA policy](#). Additional procedures specific to the review and challenge of educational records for the College of Medicine are set forth below.

LCME Standard 11.6: *A medical school has policies and procedures in place that permit a medical student to review and to challenge his or her educational records, including the Medical Student Performance Evaluation, if he or she considers the information contained therein to be inaccurate, misleading, or inappropriate.*

- **Scope:** This policy applies to all College of Medicine students.

- **Policy Statement:** Texas A&M University encourages students to exercise their rights under FERPA. Operating under the premise that the educational process is a cooperative venture between a student and the University, we emphasize the following rights of eligible students:
  - The right to inspect and review, with certain limited exceptions, the student's educational records, including the right to receive explanations and interpretations of the records and to obtain copies of the records when such are needed to allow the student to effectively exercise his/her right of inspection and review;
  - The right to correct a student's education records when the records are inaccurate, misleading or otherwise in violation of FERPA;
  - The right to report violations of FERPA to the Department of Education;

A medical student has the right to review and to challenge his or her educational records, including the Medical Student Performance Evaluation, if he or she considers the information contained therein to be inaccurate, misleading, or inappropriate.

All students have the right to inspect their academic record. For records held by the TAMU Registrar, please refer to Texas A&M University Standard Administrative Procedure on Student Records for information regarding how to request such a review. Records can be reviewed within 45 days.

For records held by the College of Medicine, the student should make their request to the Office of Student Affairs. The College of Medicine reserves the right to refuse access to letters and statements of

**Authority:** Office of Medical Education

**Policy/Process POC:** Office of Student Affairs

**Effective Date:** 9-13-19

**Review/Revision Schedule:** Every two years

**Indexed as:** appeal, challenge, MSPE, FERPA



recommendation to which the student has waived the right of access.

- **Procedure**

The following outlines the steps for students to take in order to challenge their educational records:

- The course or clerkship director is the primary authority with respect to a student's proficiency and final grade in that course/clerkship. A student who believes that his or her final grade reflects a capricious, arbitrary or prejudiced academic evaluation should first discuss the matter with the course/clerkship director.
- A student wishing to appeal the final grade received in a particular course or block should first attempt to resolve the matter by meeting with the pre-clerkship curriculum leader or third year course director.
- Students not satisfied after attempting such resolution may file a formal written appeal with the College of Medicine Executive Associate Dean for Academic Affairs (EADAA) or other Dean designee. The appeal must be made within ten (10) business days (based on the COM academic calendar) from the date the student is officially notified of the grade, and must detail the reasons for appeal. The EADAA or designee has the option of rendering a final decision on the appeal, may appoint an ad hoc appeal committee to return a recommendation about the appeal, may dismiss the appeal, or may consider another remedy.
- The appeal hearing process is described in more detail below.

If an ad hoc appeal committee is formed, the committee will make a recommendation to the EADAA or designee who shall then make the final decision. The EADAA or designee will review the recommendations of the committee and may meet with the student or with any faculty member prior to making a decision. Whether the EADAA or designee chooses to form an appeal panel or not, the final decision will be made by the EADAA or designee.

Appeal Hearing: If an appeal committee is formed, it will be convened by the appeal board chair and the board will hear the student's reasons for the appeal. Witnesses may be called at the discretion of the chair. Students requested to be present as a witness by the school or by the student who is appealing the grade are not compelled to testify. No legal counsel is permitted in the appeal hearing. However, a student may request an advisor, such as a faculty member or another student, be present as an advisor. This advisor may be present to provide the student advice but may not represent the student or directly question or cross-examine witnesses. A family member may not serve in this role. The output of the appeal board will be a written recommendation to the EADAA.

- After being notified of the EADAA's decision, if the student feels that the College of Medicine did not properly follow its established procedures, then an additional written appeal may be forwarded to the TAMU First Professional Appeals Panel. The appeal notice must be filed within ten (10) business days after being notified of the decision and may only appeal the procedural issues. See TAMU Student Rule 62 for details. This step exhausts the student's appeal options and the First Professional Appeals Panel's decision is final.

Authority: Office of Medical Education

Policy/Process POC: Office of Student Affairs

Effective Date: 9-13-19

Review/Revision Schedule: Every two years

Indexed as: appeal, challenge, MSPE, FERPA



See below for specific record review and challenge procedures:

- **MSPE** - All students will be afforded the opportunity to examine their Medical Student Performance Evaluation prior to release. Some sections, such as narrative comments from evaluators, are inserted verbatim without redactions. Should the student wish to challenge any part of the MSPE, they should first talk with the writer of that section and try to come to a mutually acceptable resolution. If this is not possible, the student file an appeal with the Executive Associate Dean for Academic Affairs (EADAA) or designee as stated above. The appeal will processed using the existing procedure for grade appeals listed above. If this results in a decision to make changes, they will be made as directed by the EADAA.
- **Compliance:** Policies regarding access to, location, and challenges to student records that are contained in the COM Student Handbook will be reviewed on an annual basis by the Office of Student Affairs.
- **Revision History:** *(Include date of origination in the chart below. Do not delete any revision history. Previous versions of the policy/process should be saved in COM Policies and Procedures Team Drive in Google)*

Date of Change	Authority	Summary of Changes	Document Location
August 30, 2019	Office of Medical Education	Updated and converted to new format.	COM Policies and Procedures Team Drive in Google

Authority: Office of Medical Education  
 Policy/Process POC: Office of Student Affairs  
 Effective Date: 9-13-19  
 Review/Revision Schedule: Every two years  
 Indexed as: appeal, challenge, MSPE, FERPA