

## **Policy on Student Challenge of the Educational Record**

### **I. POLICY**

Students are permitted to challenge the following records:

1. Content of the Medical Student Performance Evaluation (MSPE): Challenges to the accuracy of the biographical section or the information about research, leadership and extracurricular activities are made directly to the Advisory Dean or Associate Dean for Student Affairs who compiled and wrote the letter. Challenges to the narrative comments and grades included in the MSPE are addressed in section 2 below.

A student who has substantive concerns regarding the tone and/or accuracy of his/her MSPE may submit a written request for review to the Associate Dean for Student Affairs, with the specific concerns noted. The request must be submitted by September 1 of the academic year of graduation. An advisory committee will review the draft MSPE with the noted concerns and if warranted, will revise the MSPE. The review committee's decision and any MSPE revisions will be conveyed in writing to the student. The decision of the review committee is final.

2. Course, Clerkship, Acting Internship, Selective, and Elective Grades and Narratives: Challenges to the content of course, clerkship, acting internship, selective and elective narratives and / or final grades are made in writing to the clerkship or other course director, in accordance with the Policy on Clerkship, Acting Internship, Selective and Elective Grade Appeals and the Policy on Course Grade Appeals.

### **II. PURPOSE**

Medical students have the right to challenge their educational records with regard to the accuracy of the content.

### **III. SCOPE**

This policy applies to:

- Medical students
- Associate Dean for Student Affairs
- Advisory Deans
- Course and Clerkship Directors
- Promotions Committee members

#### **IV. POLICY AUTHOR(S)**

- Office of Student Affairs

#### **V. RELATED POLICIES AND PROCEDURES**

- Policy on Clerkship, Acting Internship, Selective and Elective Grade Appeals
- Policy on Course Grade Appeals
- University of Pittsburgh Policy 09-08-01 Access to and Release of Education Records

#### **VI. REFERENCES**

LCME Element 11.6: Student Access to Educational Records. 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.

#### **VII. APPROVALS**

Education Policy Council

Dean, School of Medicine, March 31, 2018