

POLICY: Student Access to Medical Student Educational Records

INITIAL EFFECTIVE DATE: April 25, 2025	LAST REVISION DATE: April 25, 2025	RESPONSIBLE DIVISION/ DEPARTMENT/COMMITTEE Curriculum Committee Office of Student Affairs
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POLICY STATEMENT

Medical students are permitted to review their educational records, including the Medical Student Performance Evaluation, and to challenge education records if the student considers the information contained therein to be inaccurate, misleading, or inappropriate.

Students must follow Procedure: Student Access to Medical Student Educational Records to review or challenge their educational records.

SCOPE

This policy applies to all medical students.

REASON FOR POLICY

This policy ensures that medical students can inspect their educational records and challenge the accuracy of their educational records if the information contained therein is considered to be inaccurate, misleading, or inappropriate.

This policy relates to LCME Standard 11.6, which states that “A medical school has policies and procedures in place that permit a medical student to review and to challenge the student’s educational records... if the student considers the information contained therein to be inaccurate, misleading, or inappropriate.”

DEFINITIONS

TERM	DEFINITIONS
N/A	N/A

RESPONSIBLE PARTIES

Associate Dean for Student Affairs
HWCOM Registrar

RELATED RESOURCES

[FIU-108 Access to Student Education Records](#)

Procedure, Student Access to Medical Student Educational Records
Policy, Authorship, Review, and Release of the Medical Student Performance Evaluation
(MSPE)

CONTACTS

Questions about this policy should be directed towards the HWCOM Registrar, Office of
Student Affairs.

POLICY HISTORY

List initial effective date, revision dates, and/or review date.

Initial Effective Date: April 25, 2025

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): April 25, 2025

PROCEDURE: Student Access to Medical Student Educational Records

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PROCEDURE STATEMENT

Student Review of Educational Records

A medical student may submit to the HWCOM Registrar a written request that identifies the records the student wishes to inspect. A copy of the request for access or release will be retained in the student's file. FIU policy states that the custodian of records (e.g., HWCOM Registrar) has up to 45 days to comply with a request, but requests are usually honored within the same or next business day. The HWCOM Registrar, or designee, must be present while the student reviews the education records and will retain custody of the records.

Requests to Amend Educational Records

A medical student may challenge the accuracy of his or her educational records by filing a written request for amendment with the HWCOM Registrar. The student must also present copies of all available evidence relating to the information being challenged to the HWCOM Registrar. The HWCOM Registrar will consider the request and notify the student in writing within 15 business days whether the request will be granted or denied, and if denied, the right to a hearing on the matter. During that time, any challenge may be settled informally between the student and the HWCOM Registrar, in consultation with other appropriate University employees. A student may not challenge grades, disciplinary actions, grievances, or similar matters through this process.