

PROCEDURE FOR STUDENTS TO REVIEW AND CHALLENGE EDUCATIONAL RECORDS

Right to review educational records:

A student has the right to inspect and review their records, files and data that are directly related to the student. As specified in Section IV of the LLU Student Handbook under the Family Educational Rights and Privacy Act (FERPA), students must make a request in writing. For records that are kept in the School of Medicine administrative offices, the student shall make a separate written request to the School of Medicine Director of Records and Student Services. While FERPA allows up to 45 days for the school to produce these records, the School of Medicine makes an effort to produce these in as short a time as is reasonable. The School of Medicine provides these records free of charge.

Procedure for Challenging/Appealing Records

If a student disagrees with a course/clinical grade (*Marginal Pass* or *Unsatisfactory*), the student should first contact the course/clerkship director within two weeks after grades are released. If there is no satisfactory resolution, the student should contact the department chairperson. If the course/clerkship director and the department chairperson cannot resolve the issue, the student should then contact the Office of the Senior Associate Dean for Medical Student Education. When deemed appropriate by the Senior Associate Dean for Medical Student Education, the student may then appeal to an Ad Hoc Appeals Committee convened by the Dean's Office.

Students will receive comments from the Clerkship Office for each rotation. If a student disagrees with the comments they should contact the clerkship director within four weeks of receiving the comments. If there is no satisfactory resolution, and the student believes that the comments do not accurately represent their performance, they may appeal to the department chairperson. If the clerkship director and the department chairperson cannot resolve the issue, the student should then contact the Office of the Associate Dean for Education.