



Icahn  
School of  
Medicine at  
**Mount  
Sinai**

## **ICAHN SCHOOL OF MEDICINE AT MOUNT SINAI STUDENT ACCESS TO EDUCATIONAL RECORDS**

### Purpose

In compliance with the Family Education Rights and Privacy Act (FERPA) and LCME Standards, a student has the right to review and to challenge his or her educational records.

### Policy Statement

Medical students 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.

### Procedure

1. Students have the right to inspect and review their educational records. Access will be provided within 45 days of the request, in compliance with FERPA guidelines.
2. Students must submit a written request to the Registrar detailing the record(s) the student wishes to inspect. A school official will make arrangements for access and notify the student of the time and place where the records may be inspected.
3. Students have the right to request the amendment of their education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
4. Students must submit a written request to the Registrar, clearly identifying the part of the record the student wants changed, and specify why it should be changed. If the request is not granted, a school official will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.